Rule For Use of BCU Archives Materials

To safeguard the valuable and unique materials housed within the BCU Archives, researchers are requested to abide by the following rules:

Primarily due to the fact that materials housed within the BCU Archives include rare and unique items, all materials must be used in the archives reading room. Materials are non-circulating, except under certain conditions. University faculty, staff, or students requesting materials for official university business (for example, to be used in a university publication) may be allowed to borrow materials for up to 30 days. The borrower must provide for the security of the materials against loss or damage while they are out of the archives and is required to use the materials with the same care and consideration that is practiced in the archives. A Charged Out Collections Form will be completed by archive staff and signed by the borrower.

Patrons may not eat or drink in the archives.

All patrons must register to use materials. In some instances appointments must be made in advance.

All briefcases, purses, coats, and other personal articles are to be placed under the tables.

Only notebooks and/or laptops and pencils maybe used in the reading room. The use of ink is PROHIBITED!

All paper and material should be handled carefully, maintaining the established order in individual folders. In the case of unprocessed collections, materials are still to be returned in the order presented to the researcher(s).

Manuscripts and other materials may not be leaned on, written on, folded, traced, fasted with rubber bands, staples, or metal paperclips, or handled in anyway likely to damage them.

Request for reasonable amount of photocopying may be made.

Photographic reproductions can be arranged through outside commercial photographers. All reproductions will be made at the discretion of the Archivist. (See Reproduction Policies and Fee)

Citations of manuscripts and other material should include: the name or type of item and “BCU Archives, Carl S. Swisher Library, Bethune-Cookman University, Daytona Beach, F.L.”

Copyright: Provisions of the Copyright Act, effective 19 October 1976⁠-⁠, provide statutory protection from writing from the dates of their creation whether or not they are formally copyrighted. Anyone contemplating publication of unpublished materials must obtain permission from the author or owner of copyright. The researcher is advised that the archives collection does not necessarily hold a copyright to material in its collections and it is the researcher’s responsibility to secure those rights when needed. If permission is granted, the researcher must also give appropriate credit to the BCU Archives. For published materials, see copyright laws. The BCU Archives assumes no responsibility in cases of infringement. (See our Publication Policy and Copyright Policy)

¹ Public Law 94-553, 90 Stat 2541