



C.M. RUSSELL MUSEUM

Frederic G. and Ginger K. Renner Research Center Rules Governing Access and Use of Collections

- ❖ When may researchers access the collections?
 - Researchers may access the collections in the reading room of the Frederic G. and Ginger K. Renner Research Center by appointment. Researchers must check in at the front desk on arrival; a staff member will escort them to the reading room.
 - Researchers are not required to pay museum admission provided that their entire visit is to be spent in the research center. Regular museum admission applies to visitors who wish to view the museum's galleries before or after their research appointment. Admission is always free for museum members.
 - All use of the collections must be supervised by an authorized staff member.
 - Researchers are recommended to coordinate with staff ahead of their visit so materials may be paged in advance.
- ❖ Prohibited items
 - Food, drink, chewing gum, and tobacco use are not permitted in the research center.
 - Only pencils, paper, laptops, digital cameras, and/or mobile devices such as smartphones and tablets may be used in the reading room. Pens are specifically prohibited.
 - All other personal items, including bags, coats, and laptop cases, must be placed in one of the provided lockers.
- ❖ Circulation
 - The research collections are non-circulating. Researchers may not remove collection materials from the reading room.
- ❖ Handling collections
 - When accessing archival collections, researchers must take care not to rearrange the order in which the materials are found, as doing so inhibits future researchers' ability to find the materials and assess their context within the collection. Only one folder may be used at a time. Remove the entire folder from the box to view its contents; do not remove individual items from their folder. Materials must be kept on the tabletop at all times.
 - Researchers must take care not to mark, fold, tear, or otherwise harm collection materials.
- ❖ Copies and photos
 - Identify items to be photocopied using provided paper slips or by turning the relevant pages sideways in the folder. When photocopying archival collections, bring the entire folder of materials to the photocopier to avoid the accidental removal or rearrangement of documents. When photocopying stapled items, please bring them to the archivist to be unstapled prior to photocopying.

- The use of handheld document scanners is not permitted, as archival documents can be damaged by the action of sliding the scanner across the paper's surface.
- Researchers may photocopy up to fifty (50) pages of materials from the research collections at no charge (donations to the research center are accepted and appreciated, but not required). A charge of 10 cents per page will apply to any additional copies beyond the first fifty.
- Researchers are welcome to photograph materials from the research collections at no cost for research purposes only; however, flash photography is prohibited.
- The C.M. Russell Museum reserves the right to refuse to allow materials from the collection to be copied if doing so poses a risk to the collections or to the privacy of living individuals.

❖ Rights

- The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not be "used for any purposes other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. Patrons bear responsibility for adherence to copyright law.