

GRADUATE THEOLOGICAL UNION ARCHIVES

2400 Ridge Road, Berkeley, CA 94709

Website: <https://www.gtu.edu/library/resources/special-collections/archives>

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REGULATIONS FOR USE OF THE ARCHIVES

[For Fall 2021 (September 7 – December 17), the library is locked due to covid. You will be met at the front door at the arranged time and need to show an ID, proof of vaccination, and completed Research Request Form signed by the Archivist. Masks are required at all times, along with social distancing. Do not come if sick.]

1. Archives collections do not circulate. Their stacks are closed. Materials from the Archives Collections are to be requested prior to your visit by email (archives@gtu.edu). We request at least a two-day advance notice in order to retrieve the materials.
2. A researcher must fill out a Research Request Form (front) to use materials in the Archives collections and consent to these regulations.
3. You are required to provide a driver's license or other piece of photo identification prior to being escorted to the Reading Room. No drinks or food are allowed. Luggage and large bags will be secured in the Archivist's office.
4. Notes may be taken with pencil or laptop computer. Ink, fountain pens, and ballpoint pens are prohibited. We will provide red strips of paper if you need to temporarily indicate a section of the collection.
5. Archival materials must not be marked, cut, torn, folded, soiled, disarranged, or in any way damaged. Papers are either in chronological or some other established order. Please work on one folder at a time. If each item in a folder is turned like a page, the existing order in the folder will be preserved. Please notify the staff if any papers are apparently misfiled, or if an accident occurs.
6. Materials are often fragile. Please handle them with care to protect them. Do not exert any pressure on these records, such as by resting an arm on a document or page or by writing notes on paper or cards placed on top of any record.
7. Careful use of a digital camera is allowed for personal research, unless otherwise noted for the collection,
8. No materials may be removed from the Reading Room at any time. Please contact the Archivist, Reference Librarian, or Circulation when leaving the Library for an extended period of time.
9. Permission to publish materials should be sent in writing to the Archivist. Often the donor or author is required for permission, so please allow for sufficient time. The researcher has full responsibility for conforming to the laws of copyright and/or libel, which may be involved in the use of any document preserved in the GTU Archives.
12. The use of certain manuscripts and records are restricted by law, by reason of their origin, or by donors. The GTU reserves the right to restrict the use of records which are unprocessed or currently being processed, and records of exceptional value or fragility.
13. Acknowledgement must be given to GTU Archives for any use of its materials in this form:

[Name/Title] Collection, Graduate Theological Union Archives, Berkeley, California.

Graduate Theological Union Archives

Research Request Form

Requestor

Full Name: _____
First M.I. Last

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Alternate Phone: _____

Email Address: _____

Institutional Affiliation: _____

Materials Requested (include additional information if needed)

Collection(s):	Box/ Folder
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Reason for Request (please indicate topic / institution)

1. Paper for course _____
2. Thesis / Dissertation _____
3. Research for Book / Article _____
4. Other _____

Agreement

I agree:

- To the *Regulations for Use of the Archives*
- Not to publish any of these documents without the written permission of the author or the GTU Archives.
- To properly acknowledge the GTU Archives for any use of these documents.

Signed: _____ Date: _____