

GRADUATE THEOLOGICAL UNION ARCHIVES

2400 Ridge Road, Berkeley, CA 94709

Website: <http://gtu.edu/library/special-collections/archives>

David Stiver, Special Collections Librarian

Phone: 510-649-2523

Email: dstiver@gtu.edu

REGULATIONS FOR USE OF THE ARCHIVES

1. Archives collections do not circulate. The stacks are closed. Materials from the Archives Collections are to be requested from the Archivist or at the Reference Desk and are available for use during Library hours, Monday – Friday, or by special arrangement with the Archivist.
2. A researcher must fill out a Research Request Form to use materials in the Archives collections.
3. All brief cases, book bags, carrier bags, wraps, and a driver's license or other piece of identification must be left in the Archives Office or at the Reference Desk while archival materials are being used to be picked up when the researcher is finished with and returned the materials.
4. Notes may be taken with pencil or laptop computer. Ink, fountain pens, and ballpoint pens are prohibited.
5. Archival materials must not be marked, cut, torn, folded, soiled, disarranged, or in any way damaged. Papers are generally in chronological or some other established order. 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. Care must be exercised not to exert any pressure on 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. No materials may be removed from the Archives Office or the Reference area. All material must be returned to the Archivist or Reference Librarian before leaving the Library for an extended period of time.
8. A REQUEST MUST BE MADE TO THE ARCHIVIST OR REFERENCE LIBRARIAN BEFORE ANY PHOTOGRAPHIC REPRODUCTION OF ARCHIVAL MATERIAL. Researchers will fill out and abide by a Photocopying Agreement.
9. COPYRIGHT: TO PUBLISH ANY ARCHIVES MATERIAL IN ITS ENTIRETY OR A SUBSTANTIAL PORTION THEREOF, PERMISSION SHALL BE REQUESTED IN WRITING FROM THE ARCHIVIST PRIOR TO PUBLICATION. CONSENT OF THE AUTHOR OR DONOR MAY BE NECESSARY.
10. The researcher assumes 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. For the protection of its collections, the GTU also reserves the right to restrict the use of the records which are unprocessed or currently being processed, and records of exceptional value or fragility.
13. PROPER ACKNOWLEDGEMENT MUST BE GIVEN THE GTU ARCHIVES FOR ANY USE OF MATERIAL FROM ITS COLLECTIONS.

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