

RULES AND REGULATIONS

1. Research may be done only by appointment.
2. Research may be done only if HCEA staff is present.
3. Researchers must consult with the archivist and complete application and request forms before material may be used.
4. Briefcases, packages, backpacks, purses and binders are prohibited in the research area.
5. Notes may be taken by pencil and paper, typewriter, computer or tape recorder. NO PENS ARE ALLOWED.
6. Under no circumstances may any archival materials be removed from the premises. All materials must be used in the designated research areas only.
7. Smoking, eating and drinking are prohibited in the research area.
8. All materials must be handled with extreme care. All materials must lay flat on the surface of the reading table, with the exception of books whose binding may be damaged by being forced to lay flat.
9. Personal papers are to be kept separate from archival materials.
10. All citations are to be to the Historical Construction Equipment Association Archive, with specific publications or collections cited as appropriate
11. Knowledge of the literary and property common law rights, the current copyright law, the law of libel, and securing permission to publish materials is the responsibility of the user.
12. Access to confidential collections will be administered to as outlined with the Deed of Gift or Section 149.43 of the Ohio Revised Code.
13. When microfilm, photocopy or electronic versions of collections exist, they will be made available rather than the original.
14. Photocopying and reprographics services are available, as per the Services Price List. The Archivist reserves the right to not reproduce fragile documents.
15. Any persons found stealing, defacing, mutilating, or in any way damaging materials in this archive will be prosecuted to the fullest extent of the law.
16. "Post-It" notes and similar adhesive notes are not to be applied to Archives materials due to residual adhesive and the fragility of some records. Paper clips are barred for similar reasons of damage to records.
17. Researchers are not allowed access to the stacks. All records will be retrieved and refiled by the Archivist.
18. Failure to comply with these regulations will result in suspension of research privileges.

THANK YOU FOR YOUR COOPERATION