

Mark Twain Archive, Elmira College
Researcher's Agreement Form



ELMIRA COLLEGE

The Mark Twain Archive exists to collect, preserve and make available to researchers primary and secondary materials related to Mark Twain and his work. The following guidelines have been developed in the interest of preserving and maintaining the collection as a unique and valuable resource.

1. Permission to examine the Archive's holdings must be obtained from a member of the professional staff.
2. Laptops and paper for the purposes of note taking will be allowed in the Archives; however, no briefcases, handbags, or carrying cases of any sort can be taken in. Such items will be held in the public services office on the main floor. Inspection of note taking materials is a prerogative of the Archives staff.
3. Under no circumstances may materials be removed from the Archives without permission.
4. No food or water is permitted in the reading room.
5. No pen or permanent markers are allowed in the archives.
6. Requests to examine materials in locked cases should be directed to a member of the professional staff. These materials may be used one at a time.
7. Volumes should not be opened flat, nor should undue pressure be put on the opened spine. Unnecessary exposure of such volumes to fluorescent lighting or daylight should be avoided.
8. Any damage to materials that the researcher discovers should be reported to a member of the professional staff.

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The Archive does not assume responsibility for infringement of copyright or of publication rights for materials that are held by others. The publisher assumes all responsibility for obtaining permission from additional copyright holders and is subject to any claims under the Copyright Law.

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RESEARCH PURPOSE: _____

TITLE OF WORK AND PUBLICATION DATE (IF APPLICABLE): _____

I have read the Researcher's Agreement and agree to abide by it.

SIGNATURE: _____ Date: _____

MATERIALS USED	RECORD GROUP	SERIES	RETURNED