



MARK TWAIN ARCHIVE

RESEARCHERS AGREEMENT FORM

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 the Director of the Center for Mark Twain Studies and the Director of the Elmira College Gannett-Tripp Library.
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.

PERMISSION FOR REPRODUCTION:

The researcher agrees that Elmira College will be credited in any written material, published or not, when its records have been a source of information. In cases of published material, the archivist will be notified of the appearance of the publication. The Archivist requests as a courtesy a copy of any publication based on archives records.

Written permission to publish a document from the Mark Twain Archives must be secured from the Center for Mark Twain Studies in advance. A thesis is considered a publication. The Mark Twain Archive does not forfeit its own right to publish the same material or to permit others to publish it. Exclusive rights to use documents will not be granted.

RESEARCHERS AGREEMENT FORM: RESEARCHER INFORMATION

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

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

SIGNATURE: _____ DATE: _____

RESEARCHERS AGREEMENT FORM: ARCHIVAL LOG

MATERIALS USED	RECORD GROUP	SERIES	RETURNED