

MISSOURI STATE ARCHIVES
RESEARCHER AGREEMENT

Welcome to the Missouri State Archives! To ensure that we continue to meet your needs, we have developed these guidelines to make your experience a pleasurable one.

Please sign the Archives Visitor Register to acknowledge that you have read and understand these policies. Staff members are available to answer any questions you may have. We appreciate your assistance in helping preserve our collections.

1. **Free lockers are available** to store your personal possessions, including purses, briefcases, bags and coats. ***These items are not allowed in the research room.*** Archives holdings are legally protected by RSMo 570.210. Locker keys must be returned at the end of the day.
2. Only notebooks, pencils and research papers are allowed in the research room. Materials should be supported on the tables at all times to protect them from damage.
3. Researchers are not allowed to bring food or drink into the Archives. A snack area is available on the second floor. Smoking is not allowed inside the James C. Kirkpatrick State Information Center.
4. Staff members are available to offer instruction on the use of finding aids and equipment.
5. The Archives stacks are closed to researchers; material is retrieved only by Archives staff. To protect fragile holdings, the Archives reserves the right to restrict access, photocopying, and imaging of some material. A maximum of two boxes of research material is allowed on tables at any time. Researchers may be required to wear gloves (furnished) when using original materials in the reading room. Researchers will be given microfilm copies rather than original documents, if available.
6. Tracing or writing on original materials is not permitted to prevent damage to the records.
7. Researchers may retrieve microfilm in the Microfilm Reading Room. Please limit microfilm use to five rolls at a time. The Archives reserves the right to ask patrons to return microfilm at any time. We ask that you rewind the film when you are finished, place the reel in the correct box and deposit in the return basket. Staff will refile microfilm boxes.
8. Researchers may retrieve reading room materials; staff will reshelve.
9. Please fill out a Copy Request Form to facilitate copying. Standard photocopies cost \$0.10 per page. There is no charge for saving scanned images to USB drives. ***Copy requests must be submitted no later than one hour before closing.*** Fees must be paid upon completion of the day's research. Copies may be mailed if payment is made in advance.
10. ***Archives materials do not circulate and are not available through inter-library loan.***