

Archives of the American College of Surgeons
Research Room Rules

1. Use of the research room is by appointment only. It may be necessary to close the room during the lunch hour.
2. All briefcases, backpacks, and other personal belongings must be stored in a designated cabinet drawer while you use materials in the archives. No food or beverages are allowed.
3. All researchers must fill out the Researcher Registration Form.
4. Only pencils, not pens, may be used in the reading room. Computers may be used for taking notes. Do not mark or erase any documents. The materials are often fragile. Handle all documents with care.
5. No materials may be removed from the archives room or loaned out.
6. Please maintain the order of the folders in the boxes and the order of the documents in the folders. Only one folder should be removed from a box at a time. Use the place holder we have provided to mark your place in the box. Replace the folder before removing another one. Please notify the archivist if any folders or documents seem to be out of order.
7. Do not refile any boxes that have been removed from the shelves.
8. Use the adhesive notes we have provided to mark pages you would like to have copied. Archives staff will do all photocopying and scanning of reasonable amounts of material, as time permits, and if condition of the records allows.
9. Access to some materials may be restricted. When sensitive records are encountered by the researcher, which may have been missed by the processing archivist, the archivist may request the researcher sign a waiver agreeing not to use or publish personal information. When restricted material is used, the ACS may require that it approves all research before it is published. Access to historic records for those having a claim against the American College of Surgeons may be denied.
10. The researcher assumes full responsibility for conforming to the copyright and intellectual property laws of the United States.
11. The researcher will provide the Archives a copy of all dissertations, articles, or books based on research done in the Archives.

I have read the rules governing the use of material in the Archives of The American College of Surgeons, and I agree to abide by them.

Date _____ Signature _____