

HOOD COLLEGE LIBRARY

Special Collections Policies

1. Regular Hours of use: 8:30 - 4:00, Monday through Friday.
2. Doors to the Special Collections will be kept locked at all times, and persons seeking access to materials housed in Special Collections should be referred to the Library Director's Office to discuss the materials requested and determine whether access is warranted.
3. To gain access to a Special Collection, the user must visit the Library Director's Office and execute an Application for Access to Special Collections. The Application must be approved by the Library Director or his designee before any access is provided.
4. Phyllis Townsend, Administrative Assistant, or another person designated by the Library Director, will maintain a log and register each use of a Collection. The log will include the date, researcher's name, special collection accessed, and check-off for execution of the Application for Access to Special Collections. A copy of the executed Application shall be provided to the requesting researcher.
5. Phyllis Townsend, or another person designated by the Library Director, will accompany the user to the archives room, assist the user in locating materials, and make certain the user understands the rules of use of the Collections, as contained in this policy statement and on the Application for Access.
6. Books from the Special Collections may circulate within the building; a user ID card will be retained by the Administrative Assistant until all books are returned.
7. Use of all other archival materials is permitted only within the archives room or the work tables in the cataloging area.
8. After using materials, they should be left on the reshelving cart in the archives room.
9. No photocopying of Special Collection materials is permitted.
10. Bookbags, briefcases, etc. are not allowed in the Special Collections Room. They may be stored in the Administrative Assistant's office at the user's risk.

HOOD COLLEGE LIBRARY

Application for Access to Special Collections

I request permission for access to the following Special Collection(s) maintained by the Hood College Library for the named purpose(s).

Special Collection: _____

Subject of Research: _____

I understand that Hood College holds manuscripts and other materials for purposes of research and scholarship and that permission to use the Special Collections does not include permission to publish the contents of any of these materials or any excerpt from any one of them at any time. I further understand that no photocopying of any Special Collections materials is permitted and I agree not to do so.

I also understand that Hood College makes no representation that it is the owner of any copyright or literary property in any unpublished manuscript or other materials contained in the Special Collections. Should I wish to photocopy, quote from, or publish any manuscript or other materials contained in the Special Collections, I agree to obtain permission from the owner of the copyright (the author or his transferees, heirs, legatees, or literary executors), if any. I assume all responsibility for any infringement by me of the literary property rights held by others in the materials contained in the Special Collections and for any tortious or wrongful acts resulting from my use of these materials.

I understand that I may not take a bookbag, briefcase, or the like into the Special Collections room. Although the Library may offer a location where such may be temporarily deposited, I agree that Hood College will not be responsible for any of my belongings so deposited. I will take appropriate care with all materials examined to avoid damaging them in any way. I understand that books from the Special Collections may circulate within the building, but return must be secured by the surrendering of my driver's license or student identification. I understand also that all other materials from the Special Collections may be used only within the archives room or a designated area. I will return materials used to the Administrative Assistant.

In consideration of my being granted access to any manuscript or other materials contained in the Special Collections on the terms set forth above, I hereby release Hood College, its trustees, directors, officers, employees, and agents, from any and all claims and actions arising out of or relating in any way to (i) any use by me of any Special Collections materials and/or (ii) any alleged infringement of copyright or other literary property rights relating to any use by me of any Special Collections materials.

In further consideration of my being granted access to any manuscript or other materials contained in the Special Collections on the terms set forth above, I hereby agree to indemnify and hold harmless Hood College, its trustees, directors, officers, employees, and agents (the "Indemnified Parties") from and against any and all claims, demands, judgments, losses, damages (including punitive damages), costs, expenses, attorneys' fees, and liabilities, whether or not caused in whole or in part by any acts and/or omissions of the Indemnified Parties, or any of them, whether such acts and/or omissions were intentional, negligent, grossly negligent and/or otherwise, which the Indemnified Parties, or any of them, may sustain, incur, or be required to pay, arising out of or relating in any way to (i) any use by me of any Special Collections materials and/or (ii) any alleged infringement of copyright or other literary property rights relating to any use by me of the Special Collections materials.

No determination by any court, governmental, or administrative body or otherwise that any provision of this Application is illegal, invalid, or unenforceable in any instance shall affect the validity or enforceability of (i) such provision in any circumstance not controlled by such determination or (ii) any other provision of this Application. Each provision shall be valid and enforceable to the fullest extent allowed by, and shall be construed whenever possible as being consistent with, applicable law. In the event that any provision hereof is declared illegal, invalid, or unenforceable, such provision shall be deleted from the Application, the remainder of the Application shall continue in full force and effect, and the parties hereto shall promptly agree to a similar provision having, to the extent allowed by law, an effect as close as possible to the provision rendered illegal, invalid, or unenforceable.

In Witness Whereof, the undersigned has hereunto set his hand and seal.

Signature {SEAL}

Approved by:

Printed Name

Hood College Library

Date

Permanent Address

Telephone