

University Archives, Reading Room Regulations

Help safeguard our collections and provide a good work environment by observing the following rules:

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| REGISTRATION | <ul style="list-style-type: none">● Researchers are required to register at the front desk upon their first visit. A Notre Dame ID or another form of ID (for non-Notre Dame visitors) is required. Please keep your ID with you while using the reading room.● Sign in each time you visit.● Wash your hands before entering the reading room. |
| HOURS | <ul style="list-style-type: none">● Materials are pulled from 9:30am to 4:30pm. |
| PERSONAL BELONGINGS | <ul style="list-style-type: none">● Pens, coats, hats, bags, and other personal items should be stored in a locker.● Laptops and tablets may be used but leave sleeves and computer bags in a locker.● Cell phones (on silent) are permitted, but calls may not be answered or made. |
| EATING & DRINKING | <ul style="list-style-type: none">● Food, gum, candy, drink, or tobacco products are not permitted under any circumstances. |
| CIRCULATION | <ul style="list-style-type: none">● Materials are non-circulating and should not be removed from the Reading Room under any circumstances. |
| REPRODUCTION | <ul style="list-style-type: none">● Digital copies are allowed in some cases. Please ask the staff for authorization.● A personal camera (no flash) may be used with some collection materials. Please see camera policy.● Researchers assume all responsibility for adhering to United States Copyright law. |
| CITATION | <ul style="list-style-type: none">● Citations for published and unpublished materials should be made in full. Our suggested form for citations is available on our website. |
| USE OF MATERIALS | <ul style="list-style-type: none">● Researchers are urged to use extreme care to preserve the original order of the materials when using archival or loose manuscript materials. Only one box per researcher is allowed on the reading room table at a time. Please remove only one folder at a time from a box.● Leave materials in the reading room and notify the front desk that you are done.● If you need to place materials on hold for continued use, let the front desk know.● Researchers should be aware that surveillance cameras are recording all activity in the Reading Room. |
| SENSITIVE OR PRIVATE | <ul style="list-style-type: none">● Archival collections may contain sensitive, confidential, or private personally identifiable (PII) that is protected under federal and/or state right-to-privacy laws and regulations. |

University Archives reserve the right to limit the number of items requested at one time and to search a researcher's notes and personal belongings before his or her departure from the reading room.

Sensitive, Confidential, and Private Personally Identifiable Information

Manuscript collections and archival records, particularly those that include twentieth- and twenty-first-century materials, may contain sensitive, confidential, or private personally identifiable information (PII) that is protected under federal and/or state right-to-privacy laws and regulations or under donor terms of gifts. Such information may include but is not limited to: medical, educational, financial, legal, or employment records; social security numbers; bank account numbers; credit card information; driver's license numbers, etc.

Hesburgh Libraries personnel have taken reasonable steps and exercised reasonable care during archival processing to identify and, in some cases, remove or restrict any sensitive, confidential, or private personally identifiable information. However, certain manuscript collections and archival records, mainly unprocessed or minimally processed, may still contain such information.

Researchers who find sensitive, confidential, or private personally identifiable information in manuscript collections or archival records must immediately notify a Hesburgh Libraries staff member, agree to make no notes or other records, and further agree not to publish, publicize, or disclose such sensitive, confidential, or private personally identifiable information.

Researchers are advised that the disclosure of sensitive, confidential, or private personally identifiable information without the consent of those individuals may give rise to legal claims and liability. The researcher assumes all responsibility for the infringement of the right to privacy in their use of the materials and agrees to indemnify and hold harmless the University of Notre Dame, its agents, and employees against all claims, demands, costs, and expenses arising out of the use of manuscript collections or archival records held by the Hesburgh Libraries at the University of Notre Dame.