



CONDITIONS OF USE

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The Nevada Historical Society Research Library is open to the public for research purposes without charge, subject to donor restrictions, other NHS policies, and the researchers' acceptance of the terms and conditions set forth below.

To access NHS collections, all researchers upon arrival at the Research Library must first complete a registration form and agree to the NHS Research Library conditions of use. Researchers will also be required to show proof of identification in order to complete the registration process.

RULES FOR THE USE OF MATERIALS

The following rules apply to use of all materials. Additional restrictions and policies may apply to specific materials and collections. The Nevada Historical Society reserves the right to change these rules at any time.

1. **All researchers must provide photo identification** upon their arrival at the Research Library, such as a driver's license, passport, school ID, or other form of government-issued photographic identification.
2. Collection material is non-circulating and must be used in the Research Library.
3. **No hats, jackets, or coats with pockets are permitted in the Research Library.** Consider bringing a sweater without pockets, as the room is sometimes chilly. Researchers may bring in a laptop, tablet, phone, camera, and reference books. **All other personal property must be stored in provided lockers when visiting the Research Library.** Notepaper and pencils are provided. If a researcher needs to bring in leaves of paper (e.g., needed for fact checking), the paper will have to be reviewed and marked by staff as being non-collection material.
4. No smoking, food, or drink is permitted in the Research Library, including water, chewing gum, and cough drops/lozenges.
5. All items removed from the Research Library, including notepaper, reference books, and photocopies of materials, must be presented to a staff member for inspection prior to departure. All laptops and tablets must be opened.
6. The Nevada Historical Society is not responsible for loss or theft of any personal possessions stored in lockers.

HANDLING

1. Please exercise the greatest care and defer to instructions given by staff when handling materials.



2. Researchers may have one box or volume on the table at a time. Please remove only one folder from a box at a time and be sure to maintain the order and arrangement of any unbound material.
3. **Use only pencils to take notes.** Do not mark or take notes on top of any materials.
4. Place materials flat on table or on angled foam supports provided by staff. Do not bend, press down, or otherwise manipulate or rearrange materials.
5. Do not lean on or place anything on top of materials aside from book weights. Use only bookmarks provided by staff when needed, as other items may cause damage and stress to the material.
6. Gloves, which will be provided by staff, must be worn when handling photographic materials.
7. Refrain from making any repairs to items. Any material in need of repair should be brought to the attention of staff.

REPRODUCTION OF MATERIALS AND CAMERA USE

1. Refer to the NHS *Reproduction Information and Order Form* for information on reproduction rights and use fees.
2. Material that would be damaged by duplication may not be copied. Certain collections may also include restrictions that prevent photocopying or scanning.
3. Entire collections, including books, cannot be copied.
4. Staff and volunteers will do all photocopying, for a fee.
5. Use of personal or cell phone cameras is permitted, for a fee, with some restrictions:
 - a. Flash and sound must be disabled. No other equipment, such as scanners, camera stands, tripods, etc., is permitted.
 - b. All handling rules outlined above apply when photographing materials. Ask staff for assistance with fastened items.
 - c. Only photograph collection material. No photography of staff or other researchers is allowed.

The Nevada Historical Society reserves the right to deny photography permissions at its discretion.

6. Researchers are responsible for keeping accurate citations for all items photographed or photocopied, which are needed when ordering publication-quality images or requesting permission to quote from copyright holders.
7. It is the researcher's responsibility to obtain permission to publish material from copyright owners. **Any images taken of collection material in the Research Library may not be published, posted on the Internet, or exhibited without permission.**

PRIVACY, PUBLICITY, AND THIRD-PARTY PRIVACY

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