Guidelines for Using Materials at the University Archives

Thank you for your cooperation. The following rules help us to preserve our collections so that researchers can continue to benefit from the information they contain.

- You will be required to fill out a researcher form for each project but NOT each visit. If your project lasts more than one year, you will be asked to fill out a form for each new year;
- You must sign in and out on the Guest Register each visit;
- Do not bring handbags, briefcases, backpacks, etc., into the University Archives. Please leave these items in the lockers or the assigned area under the counter at the entrance;
- No food or beverages including water are allowed in the University Archives; and
- Please use only pencils or laptops or notebook computers for taking notes. Ink will damage archival material.

Handling and Care of the Collection

- Please wash your hands before touching archival materials;
- Gloves must be worn when handling photographs, slides, negatives, or artifacts. (cotton or vinyl, not latex);
- Do not lean on books or documents;
- Support bound materials by using a book futon or wedges and never place an open book face down;
- Keep materials on the table top and do not rest in your lap or on their edges;
- Never write or trace on books or documents; or take notes on top of archival materials;
- Be careful when opening books and turning pages, always lift the top corner of the page;
- Do not use paper clips, rubber bands, post-it notes, or any three dimensional object for place markers. Paper bookmakers will be available for you;
- Items in folders should be examined one at a time and please keep the items in original order;
- Do not remove items from their clear Mylar sleeves, or from folders. Keeping the original order is important;
- If you need help re-housing an item, please ask a staff person; and
- If the item you are using seems too fragile to handle, please ask staff to assist you.
Photographs and Reproduction

♦ The University Archives reserves the right to review and/or to refuse any of the reproduction requests due to fragility of the materials, privacy or confidentiality, copyright law and donor restrictions;

♦ Please obtain permission and fill out the Photoduplication Request Form if you wish to take photographs of our materials. All Requests for reproduction of any of the archival materials (physical and digital) have to be approved by the Director of the University Archives and the Archivists;

♦ Copyright tag must be used and photographed for all reproduction in the Archives;

♦ HK$10 per scan will be charged for academic use, subject to approval by the Director of the University Archives and the Archivists;

♦ Fees and reproduction for commercial use has to be approved by the Director of the University Archives and please contact the Archivists for details.