

L. TOM PERRY
**SPECIAL
COLLECTIONS**

BYU Faculty Services

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Before using any materials for the first time, students, faculty or guests must complete a Reading Privilege Request Form. This form must be completed annually in order to update personal information and to declare changes in research interests.

Advanced Reading Privileges grant access to **all previously mentioned collections, plus rare book collections, manuscript and photograph collections and vault materials**. The Advanced Reading process requires completing the Advanced Reading Privileges Application Form, reading carefully the stipulation of use, and requesting an **on-site interview with a Special Collections curator**. This process allows patrons access to some of the university's most outstanding academic and research materials.

PLEASE READ THE FOLLOWING TERMS OF USE AGREEMENT BEFORE COMPLETING THE FORM.

The L. Tom Perry Special Collections Library exists to preserve valuable books and manuscripts and to make them available for research. These regulations are not intended to hamper research, but to provide access to our materials in a manner that ensures their preservation. Readers are asked to consider our books and manuscripts as permanent resources for future scholarship, and to treat them accordingly.

Advance Reading Privileges allow patrons to access all of our general book collections, plus rare book collections, manuscript collections, photograph collections and vault materials.

Books and Manuscripts:

- ℞ Researchers must provide acceptable photo identification each time materials are requested.
- ℞ Approval is granted on an item-by-item basis, and is limited to those who show scholarly intent.
- ℞ Collections may only be used in the reading room (1130 HBLL). Materials may not be removed for any reason.
- ℞ Only loose sheets of paper, pencils and laptops or handhelds can be taken into the reading room. Personal possessions (briefcases, backpacks, phones, jackets, etc.) must be placed in a locker. Lockers are provided free of charge.

- β Limited copy service is provided by department staff. Ask about photocopy policies.
- β The department reserves the right to refuse or limit the use of materials. Failure to observe departmental regulations can be cause for denial of access.
- β Theft or mutilation of documents or books is a crime that will be prosecuted.

Manuscripts:

- β All materials must be handled with great care. Researchers must not lean on materials or trace, write on, or fold them. Manuscripts must be kept in the order received and may not be removed from folders. Only one folder at a time may be removed from a manuscript box.
- β Permission to publish, wholly or in part, from manuscript collections or photographs or to broadcast or perform for profit any recording or videotape, other than fair use excerpts as specified in the copyright law, must be sought in writing from the department. Researchers are responsible for securing permission to publish from materials under copyright. In most instances the department does not hold this copyright.
- β Researchers should cite the full name of the collection and of the institution as the source of manuscripts or photographs used in published or unpublished works. Example: The Newel K. Whitney Collection, L. Tom Perry Special Collections, Harold B. Lee Library, Brigham Young University. In citing University records, use the following form: Office of the Dean of the College of Social Sciences, Brigham Young University Archives.

I have read the Terms of Use Agreement and I agree to abide by it.

Signature: _____ Date: _____

Printed Name: _____