

NATIONAL BAHÁ'Í ARCHIVES READING ROOM RULES

1. All researchers will sign the attendance log every day, upon arrival at the Reading Room.
2. Briefcases, coats, umbrellas, and other personal belongings must be stored in the rack by the door and not taken to the table. All briefcases, etc. are liable to be searched upon departure.
3. Researchers will use the record request form when requesting records. Please put the title of the collection and the box number needed on the form. Only one box of records may be used at a time.
4. Only pencils may be used in the Reading Room. The Archives staff will be glad to loan one if needed. A typewriter or computer may be used for note taking with staff permission.
5. No marks, writing or erasures are to be made on books or manuscripts. When using material remember that they are often fragile. Please handle them with the care which will protect them.
6. Smoking is not permitted in the Reading Room, nor may food or beverages be brought in.
7. No archival material may be removed from the Archives Reading Room.
8. It is important to maintain the existing order of materials in each folder and box. Please notify a staff member if any papers are apparently misfiled.
9. Researchers needing to photocopy manuscripts or books or have prints made from microfilm should see the Archives staff for instructions on the use of the copiers. Special arrangements must be made with the Archives staff for the copying of photographs.
10. Due to the small Archives staff it may be necessary to close the Reading Room during the lunch hour or at other periods of the day.
11. For the protection of its collections the National Bahá'í Archives reserves the right to restrict the use of those records which have restrictions, which are not arranged or are being arranged or records of exceptional value and fragile documents.
12. The records in the Archives of the National Spiritual Assembly, its committees and agencies, which are less than 50 years old and which have not already been made public, are restricted and require the permission of the National Assembly

secretary for access. The official records of Hands of the Cause, Counsellors, Auxiliary Board members, Huququ'llah Trustees and Local Spiritual Assemblies are also restricted. Researchers desiring to see any of these records should see the Archives staff about acquiring permission.

13. Researchers quoting material belonging to the National Bahá'í Archives should, when publishing, use the following form in giving credit: (name of collection), National Bahá'í Archives, United States.
14. The National Bahá'í Archives should receive a copy of all dissertations, articles or books based on research done in the Archives. When restricted material is used, the National Spiritual Assembly may require that they approve all research before it is published.
15. The following restriction has been placed on the microfilm copies of the original Tablets of `Abdu'l-Bahá and letters from or written on behalf of Shoghi Effendi available in the Archives Reading Room. "Concerning letters that contain information about personal problems, the subjects of those personal problems should not be identified, unless the researcher has gotten permission from the individual(s) involved or the family if they are deceased."
16. The Copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified by the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purposes other than private study, scholarship, or research." If a user makes request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to not accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.
17. The researcher assumes full responsibility for conforming to the copyright laws which may be involved in his use of any document preserved in the National Bahá'í Archives.

I have read the rules governing the use of material from the National Bahá'í Archives, Wilmette, Illinois, and I agree to abide by them.

Date _____ Signature _____