

# Pueblo Grande Museum

## Library Use Guidelines

1. Access to the Library is by appointment only.
2. No food or drinks are allowed in the Library.
3. Please place bags, briefcases, and other personal objects on the floor.
4. Please use only soft lead pencils in the library. No pens, markers, or other writing implements should be used.
5. Laptops, tablets, smartphones, and other note-taking devices are allowed.

### Photocopies and digitization

6. Special written permission is required for the non-research use or publication of copies and digitized images.
7. Researchers may bring their own scanning equipment, including smartphones and digital cameras.
8. Additional photocopying and digitization is performed by museum staff. Staff reserves the right to refuse duplication of large quantities of materials, items that are in poor condition or have special restrictions.
  - There is currently no charge for digitization.
  - A maximum of 20 pages will be photocopied at no charge. More than 20 printed photocopies will incur the current City of Phoenix fee for photocopying.
9. Provisions of the Copyright Act (PL 94-553), effective 1 January 1978, provide statutory protection for all writings from the date of creation whether or not they are formally copyrighted. Researchers assume all responsibility for any infringement of the U.S. Copyright Code.