

### **1.1.1 Reading Room Access**

Researchers requiring special assistance should notify the receptionist at the lobby registration desk. Every effort will be made to accommodate special needs.

Anyone fifteen years of age or older entering the reading rooms of the Department must have a valid research card, which is issued upon successful written completion of a card application form. Application for a research card is made in person at the Department of Archives and History. One of the following forms of photographic identification must be presented with the completed application: valid state driver's license, valid state-issued identification card, a valid school identification card, or a valid passport. In the absence of these cards, other valid photographic identification may be considered; however, issuance of a research card is not automatic. Individuals who cannot present valid photographic identification will not be issued a research card, and consequently cannot enter the reading rooms. Application information, reading room registration, and materials requested are confidential in so far as can be supported by state law (§39-3-365, *MCA 1972*).

Research cards, issued free of charge, are valid for one year from issuance date. There is a \$5.00 fee to issue a replacement card prior to the expiration date.

While the Department encourages and applauds the study of history by researchers of all ages, persons under the age of fifteen must be accompanied by an adult at all times who is responsible for monitoring the behavior of the child. Persons disruptive to the research of others will be asked to leave. No strollers or baby carriers are allowed in the Reading Room.

The Reading Room consists of three research areas: The Public Reading Room, The Media Reading Room, and The Archives Reading Room. Hours of operation for the Public Reading Room are Monday 9:00-5:00, Tuesday-Friday 8:00-5:00 and Saturday 8:00-1:00. The Archives Reading Room and the Media Reading Room have the same opening hours but close at 4:30 weekdays and at 12:30 Saturday. The Department of Archives and History is closed for ten holidays: New Year's Day, Martin Luther King/Robert E. Lee Birthday, President's Day, Confederate Memorial Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas — and others at the discretion of the Governor.

A researcher must register electronically to gain access to the Reading Room. Registration is accomplished by swiping the research card through the turnstile entrance to the Reading Room.

Materials allowed in the Reading Room are pencils, unbound note paper, note cards and tablets, index cards, spiral notebooks without materials in pockets (limit 2), ring binder without materials in pockets (limit 1), small computers (cases must be left in your locker), light wraps such as sweaters and shawls. The use of pens and highlighters in the

Reading Room is not allowed, nor are pressure notecards, such as “post its.”

The use of cell phones is restricted to the lobby.

The following items are not allowed to be brought into the Search Room: outer coats, briefcases, purses, waist packs, backpacks, umbrellas, computer cases, envelopes, cameras, scanners or other duplicating equipment. Also, personal books, papers, photographs or other media which could be confused with materials in the Department’s holdings may not be brought into the Search Room.

Upon staff request, researchers must allow staff to inspect items upon entering and leaving the reading rooms.

Lockers are provided for storage of items not allowed in the Search Room. The Department has no responsibility for any loss or damage to materials stored in lockers.

No food, drink, or tobacco products are allowed. As a courtesy to our researchers, a vending refreshment area is located off of the lobby.

#### **1.1.1.1 Access to Records**

Any researcher possessing a valid registration card has access to any materials normally available to the public.

Retrieval from the closed stacks ends thirty minutes prior to the closing time.

All research materials must be returned no later than fifteen minutes prior to closing time.

Bibliographic access is provided through online public access catalogs (OPACs). OPACs are provided in each reading room. Printouts of bibliographic research may be made at certain of these catalogs at a per page charge.

Physical access to records is provided in one of three reading rooms, depending upon the format of the record. The bibliographic record in the OPACs will indicate the specific room. The Public Reading Room contains open-shelf browsing for published materials, the Media Reading Room provides open-shelf browsing for microform materials and access to audio-visual and electronic material. The Archival Reading Room provides access to archival material, Mississippiana, and rare books. Additional security regulations govern the use of the Archival Reading Room

When finished with materials, researchers should not re-shelve or re-file, but return the materials to designated areas in the reading rooms.

Material may not be written on, altered, folded, traced, or handled in any way likely to damage it. It is unlawful for any person to willfully mutilate library materials, punishable as a misdemeanor with a fine not to exceed five hundred dollars or by imprisonment in the county jail not to exceed six months, or by both (§39-3-309, *MCA 1972*)

No material may be removed from the room where originally issued. It is unlawful for any person to remove library materials, without authorization, from the premises wherein such materials are maintained or to retain possession of library materials without authorization (§39-3-303, *MCA 1972*) and is punishable as a misdemeanor with a fine not to exceed five hundred dollars or by imprisonment in the county jail not to exceed six months, or by both (§39-3-309, *MCA 1972*)

#### **1.1.1.2 The Archival Reading Room**

Materials available in the Archival Reading Room are unique archival materials, published Mississippiana and other rare items that are the heart of the collecting and preservation mission of the Department of Archives and History. In most instances, these materials are not available elsewhere. As a result, additional security procedures govern access to these materials.

To enter the Archival Reading Room, a researcher must present the research card to the receptionist on duty at the entrance. The receptionist will confirm that the researcher has requested materials to be delivered to the Archival Reading Room. Once confirmed, the researcher may enter the room. No one can be admitted to this research area without a valid research card.

To receive the requested materials, the researcher presents the research card at the reference desk. The staff member on duty uses the card to check out one container of materials at a time to the researcher. Upon receipt of the container, the researcher must sign the call slip. When finished, the researcher returns the container to the reference desk with the research card, which the staff member uses to check in the material.

To exit the Archival Reading Room researcher must present the research card to the receptionist for confirmation that all materials have been returned and checked in.

Mississippi Department of Archives and History  
Archives and Library Division  
Reading Room Research Card Application

The Department of Archives and History is charged by statute with the care and custody of its collection (§39-5-1, *MCA 1972*), and the Board of Trustees is empowered to adopt rules for the governance of the Department. (§25-59-9, *MCA 1972*) Anyone fifteen years of age or older entering the reading rooms of the Department must have a valid research card, which is issued upon successful written completion of a card application form. Application for a research card is made in person at the Department of Archives and History. One of the following forms of photographic identification must be present with the completed application: valid state driver's license, valid state-issued identification card, or a valid school identification card. In the absence of these cards, other valid photographic identification may be considered; however, issuance of a research card is not automatic. Individuals who cannot present valid photographic identification will not be issued a research card, and, consequently, cannot enter the reading rooms. Application information, reading room registration, and materials requested are confidential in so far as can be supported by state law (§39-3-365, *MCA 1972*). Research cards issued free of charge are valid for one year from issuance date. **There is a \$5.00 fee to issue a replacement card prior to the expiration date.** The research card can also be used as a debit card for operation of photoduplication machines in the reading rooms. The Department is not responsible for any money remaining on a card that is damaged, lost or stolen.

Researchers requiring special assistance should notify the receptionist at the lobby registration desk. Every effort will be made to accommodate special needs.

Name: \_\_\_\_\_

(please print)

Street Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

The following information is optional:

Local address \_\_\_\_\_

Local telephone \_\_\_\_\_

Staff use only: \_\_\_\_\_

Identification:  driver's license  school identification  passport:

Id#:

other

approved by: \_\_\_\_\_

**There is a \$5.00 fee to issue a replacement card prior to the expiration date.**

Public Reading Room Hours  
Monday 9:00 a.m.-5:00 p.m.  
Tuesday-Friday 8:00 a.m.-5:00 p.m.  
Saturday 8:00 a.m.-1:00 p.m.  
*The Archival Reading Room and the Media Room  
close thirty minutes prior to the Public Reading Room.*  
The reading rooms are normally closed for state holidays.

Mississippi Department of Archives and History  
Archives and Library Division  
Reading Room Research Card Application

Reading Room Rules

*(Failure to abide by these rules may result in the cancellation of Reading Room privileges.)*

- 1.Retrieval from the closed stacks ends thirty minutes prior to the closing time.
- 2.All research materials must be returned no later than fifteen minutes prior to closing time.
- 3.The following research support materials are allowed in the reading rooms:

pencils	ring binders without materials in pockets
unbound note paper	laptop computers (no cases)
note cards/pads	light wraps (sweaters/shawls)
spiral notebooks without materials in pockets	
- 4.Lockers are provided outside of the reading room for prohibited and other personal items. These lockers are provided as a service and the Department has no responsibility for any loss or damage to materials stored in the lockers.
- 5.Cell phone operation is prohibited in the reading rooms.
- 6.When finished with materials, researchers should not re-shelve or re-file, but return the materials to designated areas in the reading rooms.
- 7.Material may not be written on, altered, folded, traced, or handled in any way likely to damage it. It is unlawful for any person to willfully mutilate library materials, punishable as a misdemeanor with a fine not to exceed five hundred dollars or by imprisonment in the county jail not to exceed six months, or by both (§39-3-309, *MCA 1972*)
- 8.No material may be removed from the room where originally issued. It is unlawful or any person to remove library materials, without authorization, from the premises wherein such materials are maintained or to retain possession of library materials without authorization (§39-3-303, *MCA 1972*) and is punishable as a misdemeanor with a fine not to exceed five hundred dollars or by imprisonment in the county jail not to exceed six months, or by both (§39-3-309, *MCA 1972*)
- 9.Persons under the age of fourteen must be accompanied by parent or chaperone at all times. The parent or chaperone is responsible for monitoring the behavior of the persons in their care. Persons disruptive to the research of others will be asked to leave. No strollers or baby carriers are allowed in the Reading Room.

Photoduplication/Copyright

All photoduplication in the Public Reading and Media Reading rooms is done by the individual researcher. All copying machines accept the research card as a debit card. It is the responsibility of the researcher to maintain adequate credit on the card.

All photoduplication in the Archival Reading Room is done by the reference staff, subject to preservation and copyright/donor restrictions. Duplication requests are made using a duplication form available at the reference desk. Pre-payment of the cost of copying is required (§25-61-7(1), *MCA 1972*). The researcher may make payment with the research debit card, personal check, or exact change. In the case of large duplication requests, a down-payment of 75% of the estimated total may be accepted in lieu of total payment; however, the total payment must be made prior to delivery of the duplicated materials.

United States copyright law governs the duplication of copyrighted material. If, in the judgement of the Department of Archives and History, fulfillment of a duplication request would involve a violation of copyright law, the Department will not accept the request. The requesting user accepts full responsibility for the duplicated materials and agrees to indemnify the Department of Archives and History and the State of Mississippi from any damages as a result of said duplicated materials being made available to any persons, organizations or business without appropriate authorization of the Department and/or copyright holder(s).

Permission to reproduce any Department material outside of the fair use provisions of Title 17, U.S. Code, in accordance with the Bern Convention for the Protection of Literary and Artistic Works, should be requested of the director of the Archives and Library Division prior to duplication.

I have provided accurate and correct information regarding my application for a research card. I have also read the conditions of card issuance, the reading room rules, and the copyright and duplication conditions. I understand that my failure to abide by these conditions and rules may result in the cancellation of my research card and any research privileges in the reading rooms. I further understand that the research card is not transferable and that I am responsible for all materials issued through the use of this card.

\_\_\_\_\_

date

\_\_\_\_\_

signature

## **1.2 Copying**

The registration card also serves as a debit card for use in paying for photocopies, public orders and computer printouts. A self-service card recharger is available in the OPAC bibliographic area of the Public Reading Room for placing cash value on the card. The reading rooms staff do not make change. The Department is not responsible for any unused money remaining on a research card or on a card that is damaged, lost or stolen, and refunds cannot be made.

### **1.2.1 The Public Reading Room**

Debit card and coin-operated self-service photo-copiers are available in the Public Reading Room . The researcher is responsible for the operation of the machine and the resulting quality of the copies. Printouts of bibliographic research may be made at certain OPACs at a per page charge. These self-service prints can be obtained by using the debit card. Photographic, electronic or other reproduction formats must be requested using the Public Order Form. Duplication charges are set by the MDAH Board of Trustees.

### **1.2.2 The Media Reading Room**

Debit card and coin-operated self-service microform printers are available in the Media Reading Room. The researcher is responsible for the operation of the machine and the resulting quality of the copies. Photographic, electronic or other reproduction formats must be requested using the Public Order Form. Duplication charges are set by the MDAH Board of Trustees.

### **1.2.3 The Archival Reading Room**

All photoduplication in the Archival Reading Room is done by the reference staff, subject to preservation and copyright/donor restrictions. Pre-payment of the cost of copying is required (§25-61-7(1), *MCA 1972*). The researcher must make payment using his research debit card, personal check, or exact change. In the case of large duplication requests, a down-payment of 75% of the estimated total may be accepted in lieu of total payment; however, the total payment must be made prior to delivery of the duplicated materials.

Requests for photocopies are placed on an order form available at the reference desk.

Dependent upon the size of an order, the fragility of the archival items, and/or the time of day the order is submitted, it is possible that photoduplication requests may not be completed the same day requested. Duplication requests held over may be picked up at the Reference Desk or may be mailed, at researcher postage cost. No completion date can be guaranteed.

United States copyright law governs the duplication of copyrighted material. If, in the judgment of the Department of Archives and History, fulfillment of a duplication request would involve a violation of copyright law, the Department will not accept the request. The requesting user accepts full responsibility for the duplicated materials and agrees to indemnify the Department of Archives and History, Department staff and

the State of Mississippi from any damages as a result of said duplicated materials being made available to any persons, organizations or business without appropriate authorization of the Department and/or copyright holder(s).

Permission to further reproduce any Department material outside of the fair use provisions of Title 17, U.S. Code, in accordance with the Bern Convention for the Protection of Literary and Artistic Works, should be requested of the director of the Archives and Library Division prior to duplication.

Photographic, electronic or other copies must be requested using the Public Order Form. Duplication charges are set by the MDAH Board of Trustees.

#### **1.2.4 Certified Copies**

##### **1.2.4.1 Government Records**

The Department director will sign the certification statement for copies of records transferred to the Department under the Archives and Records Management Act of 1981. In his absence the Archives and Library division director is authorized to affix the Department director's signature stamp to the certificate and sign his initials and date of action next to the stamped signature

##### **1.2.4.2 Other Records**

For materials not covered by the Archives and Records Management Act, the Archives and Library Division director is authorized to sign a certification statement.

##### **1.2.4.3 Department Seal**

The Department seal shall be imprinted upon each signature.

##### **1.2.4.4 Staff Duplication**

Division staff must produce all copies that are to be certified.

#### **1.3 Reference Assistance**

##### **1.3.1 The Public Reading Room**

The Main Reference Desk is located in the center of the room. Reference staff assigned to this location remain at the reference desk. A satellite reference desk is maintained as staffing allows in the bibliographic area.

##### **1.3.2 The Media Reading Room**

One reference station is in this room. The primary function of this station is to provide assistance in locating materials in the Media Reading Room and to provide assistance in operating the machinery.

##### **1.3.3 The Archival Reading Room**

Reference assistance is available from the Main Reference Desk.

#### **1.4 Telephone Reference Service**

The Department maintains a reference desk dedicated to responding to inquiries submitted by telephone, e-mail, and telefacsimile. Hours of operation for this desk correspond to that of the Public Reading Room weekday hours..

Limited reference materials are maintained at the telephone reference desk. Telephone inquiries that can be answered during the course of the telephone

conversation will be answered. All other requests must be submitted in writing. Return telephone calls cannot be made.

## **1.5 Written Reference Service**

All reference requests not answered by telephone must be submitted in writing. Each written request will be allotted up to one hour of staff research time for answering the request. If the request is not answered at the expiration of that time, the original letter along with an explanatory form letter (indicating what was searched) will be sent the requestor, explaining that the request could not be answered in the allotted time; a list of researchers will be enclosed with the requestor being given the option of contracting with them or resubmitting the request to the Department, where it will be placed in the requests queue. *(BOT 5/15/1992)*

If the request is answered by the Division, and a charge for copies is indicated, the requestor will be notified by form letter of the results of the search and the cost for copies, which cost must be prepaid before the copies are provided. *(BOT 5/15/1992)*

### **1.5.1 Reference Fees**

There will be no charge for the hour(s) of research provided to citizens of Mississippi. Out-of-state requests will be assessed an hourly charge. This fee must be paid before research begins, regardless of the success of the search. *(BOT 5/15/1992)* Reference fees are set by the Board of Trustees and are subject to change without notice.

### **1.5.2 Reference Response Time**

When response time for mail reference exceeds six weeks, delay notifications will be sent out upon receipt of all appropriate requests, advising the requestor of the approximate time in which a response can be expected. *(BOT 5/15/1992)*

The priority of responses to reference requests will be as follows:

Requests for vital records information

Official requests from state government agencies

Other requests *(BOT 5/15/1992)*<sup>3</sup>