

# Use of the CWU Archives and Special Collections (CWUASC) Research Room

## Academic Affairs – Library

### CWU Policy 503-01

**Effective:** February 20, 2019

**Policy Review Date:** YEAR

**Policy Executive:** Provost and Executive Vice President of Academic Affairs

**Responsible Office/Unit:** Dean of Libraries

#### Policy Statement:

#### Applicability:

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#### Content:

Policy

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#### (1) General Information

- A. As a courtesy to other researchers, cell phones must be turned off.
- B. Food and drinks are not permitted in the research room.
- C. Pencils, loose-leaf paper, and laptop computers may be brought into the research room. Pens and markers are not allowed. Pencils are available for researcher use.
- D. Use of cameras and scanning equipment are not permitted, unless by special permission of the University Archivist.
- E. No library materials or personal items may be brought into the research room, including coats, briefcases, backpacks, computer cases, and purses. All Library and personal items must be secured in one of the lockers that are located in the Archives. Locks are provided for these lockers.

#### (2) Permission to Publish

- A. Permission to publish materials must be secured in advance in writing by contacting the University Archivist.

## B. Citing Our Collections

1. When citing materials from the collection, the cite should contain the following:
  - a. Appears Courtesy of Dr. James E. Brooks Library, Archives and Special Collections  
[Collection title/Image]  
Central Washington University

### **(3) Duplication and Imaging Services**

- A. Researcher assumes all responsibilities, familiarity, and understanding of current ownership, U.S. Copyright laws and Fair Use guidelines.
- B. Duplication and imaging requests must be completed and in compliance with the Washington Administrative Code (WAC) and Title 17 of the United States Copyright.
- C. Central Washington University retains all copyright and ownership to materials in the Brooks Library Archives and Special Collections Department.
- D. Duplication and imaging requests may be declined if, in the determination of CWUASC/Brooks Library staff, materials are too fragile or may become damaged in the duplication or imaging process.

### **History:**

*Responsibility: Library Dean; Authority: Provost/VP for Academic and Student Life; Reviewed/Endorsed by Provost's Council; 09-11-2013: Cabinet/UPAC;  
Review/Effective Date: 02-05-2014; 2/20/2019; Approved by: James L. Gaudino, President  
Reformatted and Assigned new Policy Number - Previous Policy CWUP 5-120-020, June 2025*