

The Carl Albert Center Congressional Archives Reading Room and Patron Policies

Drafted Reading Room Policies: 2016 September 12

Updated: 2017 May 12 by Rachel Henson

Updated: 2021, 2022, 2023 April 28 by JA Pryse, Senior Archivist III

The following policies are designed to protect and preserve unique materials for future use while encouraging efficient use of the archives' holdings. The updated Reading Room and Patron Policy addresses

General Policies

- The Carl Albert Center Congressional and Political Collections are open by appointment only until further notice. Please fill out an appointment request found on our website or by [clicking this link](#). You will receive a response within 24 hours if the form is submitted during regular business hours. Please note we are only able to accommodate one researcher at a time in the reading room.

Research and Citation Policies

- All patrons must use our preferred citation format when citing our documents: Collection Name, Series Title, Box #, Folder #, Carl Albert Center Congressional Archives, University of Oklahoma.
- Previously published and photographic materials may be subject to U.S. copyright laws. It is the responsibility of the patron to obtain copyright for these materials.
- Patrons must sign an agreement for the reproduction of any photographic materials.

Reading Room Policies

- [All requests must be submitted to an archivist prior to or upon arrival](#). Patrons must make requests at the folder level. An archivist will inspect all materials that patrons request before providing access.
- Patrons are allowed to use one folder at a time. Patrons are not allowed to remove material from their folders. Please keep all records in their present arrangement. Patrons may not mark on, erase, bend, fold, or rip documents.
- Paper, pencils, laptops, and tablets are permitted in the reading room. Pens, permanent writing implements, food, and drink are strictly prohibited.

Duplication Policies

- Patrons may take digital photographs using their own equipment free of charge. No flashes or special lighting allowed.
- Small scan orders of photographs or manuscript material are free up to 20 folders.
- For orders over 20 folders, the fee will be \$0.10 per page with a cap at \$25 per folder.
- Scanned images can be sent via Dropbox or email as PDF, JPEG, or TIFF. Please specify if you request a different file type.
- Payment for large orders should be made by credit card or check.
- Moving Image and Sound Duplication fees vary per item. Please review fees schedule.
- Please contact the archivists at cacarchives@ou.edu to order scans or ask any questions.

Image Use

- Permission may be granted upon request for one tie non-exclusive use of photographic or digital images for publication or exhibition.
- If the images are to be used for commercial purpose, a use fee will be charged.
- Any subsequent use of a photo or digital image will require permission from the Center.

Distance Patrons

- Patrons may call or email their requests to an archivist. We accept general questions, topic specific research questions, and folder-level duplication requests. After relevant folders are identified, they are inspected by an archivist before any duplication is performed. Please see our duplication policy for fees.
- Basic research will be completed free of charge. Complex or time-intensive queries will be completed at a cost to be negotiated with one of the center's archivists.

Accessibility

- For more information or accommodations on the basis of disability, please contact the Carl Albert Center at (405) 325-5835 or email cacarchives@ou.edu.