

## Carnegie Library of Pittsburgh – Archives Collections Access & Use Policies

### *Searching for Collections Online*

Finding aids are guides to CLP Archives and include general descriptions of materials, box/folder inventories of collection contents, and information on access and citation policies. Finding aids for accessible collections are available on Historic Pittsburgh. Please note that many (but not all) of our collections have online finding aids which staff are working to expand and update on Historic Pittsburgh.

The Archives team is available to help researchers locate materials, retrieve answers to specific questions about records listed in finding aid, and answer general CLP Archives questions via website chat or email. Please allow a few business days to receive an answer.

### *Use of Collections on the Third Floor of CLP-Main*

The Archives is on the third floor of CLP – Main. Appointments are required to view archival materials. Researchers can schedule an appointment on our website or email Amanda Peters, Archivist, at [petersa2@carnegielibrary.org](mailto:petersa2@carnegielibrary.org). Appointments should be scheduled at least one week prior to visiting to ensure that records can be made available in the Local History and Genealogy reading room or in a meeting room on the second floor. Researchers visiting the Archives must abide by Reading Room Rules.

Access to physical and digital materials may be restricted by condition of gift or transfer; because of their physical condition; or for other reasons. In certain cases, researchers may be required to consult digital surrogates, microfilm, or other copies of manuscripts, rather than originals.

When using Archives materials, in-person researchers may have pencils, note cards, paper, and a personal computer in the research area. Coats, briefcases, books, and other personal possessions must be stored and are subject to inspection upon leaving. Creating a physical or digital copy of an item(s) must be discussed with library staff, and staff will determine if the item(s) can be copied. If the item is determined stable, staff will create a copy of the item(s) for the researcher. For researchers requesting digital copies of materials, a digital copy can be made available to the researcher the day of their visit if the materials are physically stable for reproduction and if staff time allows.

Materials may be used only in the research area of the Local History & Genealogy department on the third floor or another designated library space under staff supervision. Materials used must be returned to the staff member whenever the researcher leaves the room. Arrangements can be made to have materials held for use on a subsequent day based on appointment availability.

### Physical Protection of Materials:

- Researchers are responsible for safeguarding all materials made available for use.
- Eating, drinking, and smoking are not permitted.

- Only approved writing materials may be used for taking notes while using materials from the collection.
- “Flags” or markers are available for indicating material to be photocopied.
- Staff will make physical or digital copies of materials.
- Materials may not be leaned on, written on, folded, traced, or handled in any way likely to damage them.
- Researchers should remove only one folder at a time from boxes and return it before taking another folder.
- Researchers must keep archival materials in their folders, maintaining the order in which they are arranged and handling them as little as possible.
- A staff member should be notified if papers are found to be out of order.
- A staff member should also be notified of any torn or very fragile materials that might need repair.
- During use, folders must be kept flat on the table.
- Books must be used on the table, properly supported if necessary.
- Researchers may be asked to wear gloves when handling materials such as photographs or negatives.

**Confidentiality of Research:** Information about researchers' work with the Archives, including their topics and materials used, is kept strictly confidential.

#### *Concerning Access & Restrictions*

The mission of the Carnegie Library of Pittsburgh (CLP) Archives is to preserve and maintain institutional and historical collections of cultural value to our institution, Pittsburgh, and Western Pennsylvania to support CLP's mission and values in community, access, literacy, and learning.

The Archives is open to the public – members of the community, outside researchers, students, faculty – regardless of institutional affiliation. While the majority of institutional records and special collections in the Archives' custody are open to research without restrictions, in some cases sensitive materials may be restricted through agreement between the Archives and transferring offices or donors. The Archives does not accept restrictions without careful examination of their impact on the overall mission and purpose of CLP and the relative values of private rights and public knowledge.

Access to restricted institutional records requires explicit written permission from the Director's Office. Similarly, privately donated materials may carry restrictions imposed by deed as a condition of donation and require permission from the donor or donor's agent. Archives does not waive such restrictions, nor will it act as an advocate for any researcher seeking such waivers. Archives will provide a researcher with the proper form to apply for a waiver of restrictions.

#### *Copyright, Rights & Citation of CLPA&SC in Publications*

The Archives are obtained from many sources and are intended primarily for research and educational purposes. Certain works may be protected by copyright, trademark, or

related interests not governed by CLP. Permission for use will be granted only to the extent of CLP's ownership of the rights relating to requested materials. The responsibility for determining copyright status and permissions and additional rights remains with the researcher.

The phrase "no known copyright restriction" means that CLP has determined, to the best of its ability based on available information, that the content is unlikely to be protected by copyright interests and, in all likelihood, is in the public domain. However, copyright is often difficult to determine with certainty, so the phrase is intended to say that CLP is unaware of any copyright restriction, but such restrictions may still exist. In addition, even if the content is unrestricted from a copyright standpoint, there may be other considerations that would limit your use, such as rights of privacy or publicity of the individuals featured in the images, or contractual restrictions.

It is also expected that researchers will give full and proper credit to CLP Archives as their source of quotations and citations, and to cite those sources completely so that others may refer to them easily.

Credit lines will be available within the finding aid, however please use the following credit line:

- Collection Name, Date, Carnegie Library of Pittsburgh Archives

#### *Copying & Reproduction Services*

The Archives will not copy or scan an original item deemed too fragile to survive the handling required for copying, or any item in which duplication will produce further deterioration. In some cases, a copy (stored with the original material) will already have been prepared and copies can be made from it. In other cases, a Preservation team member may copy delicate materials for researchers.

#### *Rights & Reproduction Policy*

We permit and encourage personal and educational use for unrestricted collection documents, images, audio, and video. High quality or high-resolution versions are available on request. Note that visitors can use collections already available online for personal and educational use without special permission from the Archives. If you'd like the Archives to know how our collections have helped your research and project, contact us to let us know!

Use of images, audio, and video materials for publication, commercial use, or distribution requires written permission and licensing. To request licensing authorization, fill out our one-time non-exclusive use agreement form. A use fee may be required.

Use of any restricted images, audio, and video collections material requires special written authorization from CLP and may also require authorization from other parties depending on the material.

Permission is for one-time, non-exclusive use only within the project described. Requesters may not crop, alter, manipulate, superimpose, enhance, or otherwise change

the digital asset without obtaining prior written permission of CLP. Requestor may not make further use without CLP's prior written approval and compliance with any additional conditions.

Requestor agrees to indemnify and hold harmless CLP, agents, and employees, from all claims, actions, judgements, and expenses (including reasonable attorney fees) arising from the requestor's use of the material provided pursuant to this request.