

## Edith Cowan University Archives

### Terms & Condition of use

To preserve the resources of the Edith Cowan University Archives for present and future generations of clients, please observe the following:

1. Please handle all items carefully.
2. Food and drink can attract pests and/or stain documents. These must not be consumed or stored in the archives facility.
3. Please ensure hands are clean and dry, especially after consuming food or drink or smoking.
4. Users of the archives may be required to wear gloves when handling archival records.
5. Please maintain the documents in the order in which you found them, inclusive of loose papers in files.
6. Handle items carefully when returning them to their original positions in folders and/or boxes.
7. Do not fold, unfold or “dog ear” document or pages as this is harmful to the paper.
8. Do not mark on documents or book pages, even in pencil. Removal of such marks may be impossible or damaging to the paper.
9. Do not place your own paper on top of a document while taking notes; the pressure from your writing implement is damaging.
10. Notify RAMS if you see any material that is crumbling, brittle or damaged in any other way.
11. Materials may not be removed from the University Archives, unless by prior arrangement with RAMS.
12. Reproduction arrangements of records, are at the cost of the researcher, we will assist with printing & scanning where we can accommodate.
13. Note copyright practices apply to all content & by taking notes & scanning, this does not constitute an authorisation to publish this information.
14. RAMS housekeeping program includes pest control, as well as a cleaning program. Please report vermin found on records, in boxes or visible in the reading room.