

**The Edmund L. and Nancy K. Dubois Library**  
Terms of Use

The collections of the Dubois Library have special conditions for use and handling requirements that all patrons of the Library must abide by. The rules below are designed to protect Library collections while providing the best possible service to our visitors.

- All patrons must register to have access to any Library materials. In addition, all patrons are required to present photographic identification to staff prior to use of any material.
- Place all personal property, including briefcases, backpacks, purses, cell phones, coats and umbrellas on the storage shelf provided. Only laptop computers, notepaper and pencils are to be used in the Dubois Library. Please do not use ink.
- Library staff reserves the right to inspect all items brought into the Dubois Library upon departure.
- Materials in the Dubois Library do not circulate. They may only be used in the library.
- Please handle all items with care. Materials must not be marked on, fastened together, or mutilated in any way. Limit handling of items to the minimum necessary for your research and exercise all possible care to prevent damage to materials.
- Do not mark, take notes on or trace on top of any Library materials. Keep all material flat on the table. Do not place any pressure on books or materials, such as resting an arm on or writing notes on paper or cards placed on top of any document.
- There is no self-service photocopying of collection materials. Requests for photocopying or for any reproduction in other formats, including photographic and digital scanning, will be considered on a case-by-case basis. Limited photocopying will be permitted if such reproduction can be done without injury to the materials.
- When you have finished using materials, please leave them at your table and inform the staff that you are ready to depart.
- The Dubois Library reserves the right to restrict the use of fragile or unprocessed materials.