

## **Access to and Use of the Collection**

### **Access**

1. The collections and their records may be used for research purposes by the GNRHS staff, staff from other institutions, scholars, members, students and other responsible parties. No material will be removed from GNRHS control without the Archive Committee or GNRHS President approval.
2. Research access will be scheduled in advance with the Archive Committee or GNRHS site manager and be conducted during regular hours set for this purpose.
3. A researcher application will be completed by non-GNRHS staff prior to access and an Access Log will be kept for daily activity.
4. Handling and photocopying of certain paper and collections may be restricted because of size, fragility, or other considerations.
5. Access to certain types of information may be denied or restricted, including name and address of the donor and any individual personal information. The researcher will be informed of the nature of the restriction(s).
6. In most cases, examination of collections will be limited to designated office areas.
7. GNRHS will receive a complimentary copy of any publication or video/film that either describes or reproduces any material from the collection.
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