TUDOR PLACE ARCHIVES
CONDITIONS OF USE

The Tudor Place archival collection may be consulted by any person engaged in serious research who completes the archival division registration process and agrees to adhere to the rules for the use of rare materials.

All researchers are advised to contact the Archivist prior to visiting. An appointment is absolutely necessary in order to gain access to the archives. The Archivist works part time, three days a week, and advance notice is needed to retrieve materials for research use.

The use of certain materials is restricted by law or donor request. Tudor Place Foundation, Inc., reserves the right to restrict the use of records not yet arranged or catalogued, as well as records of a fragile material.

Researchers are required to observe the following rules:

- First time users are required to complete a registration card.
- No personal property is allowed in the reading room.
- Consumption of food or drink is strictly prohibited.
- Only pencil and notepaper will be used by researchers.
- Do not make marks on manuscripts, do not make notes on top of manuscripts, do not rest books or other objects on top of manuscripts. Handle loose sheets and bound pages by their edges; avoid touching the surface as much as possible. Exercise the greatest care in handling fragile manuscripts. The archivist will furnish gloves for handling photographs or other vulnerable items.
-Researchers must bring all manuscripts to the archivist before photocopying. Only one folder at a time may be withdrawn for photocopying. Tudor Place Foundation, Inc. reserves the right to deny permission to photocopy at its discretion. There is a charge for reproductions.
- A request for photographic or manuscript reproduction is solely for the researcher’s use or study; the reproduction may not be reproduced or transferred to another source or institution.
- The researcher assumes full responsibility for conforming to libel laws and literary property rights, including copyright laws involved in the use of material from the archives.
- Permission to examine any manuscript or graphic material does not include permission to publish any part thereof at any time. Separate application for permission to publish must be made to the Foundation through the archivist.
- Permission to use the Tudor Place Archives does not constitute the Foundation’s approval of a project or our association with it.
- The researcher agrees to indemnify and hold harmless Tudor Place Foundation, Inc., its employees and agents from and against all claims arising from the use of materials or equipment in the Tudor Place Archives.

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SIGNATURE
DATE