

UNITED STATES HOLOCAUST MEMORIAL MUSEUM ARCHIVES

Rules Governing Conduct of Users of the USHMM Archives

Welcome to the Archives of the United States Holocaust Memorial Museum (USHMM). The staff of the Archives is available to assist qualified researchers in the use of the collections between the hours of 10 a.m. and 5 p.m. Monday through Friday. The Archives is closed on all Federal Holidays and on Yom Kippur.

Arrangements may be made to use archival collections on a weekend by contacting the reference archivist by 2 p.m. of the Friday prior to the weekend visit. Please note that only oral history tapes and collections in microform are available for use on weekends.

Because of the special nature of materials in the collections, the following rules must be observed:

1. All persons visiting the Archives must conduct themselves professionally.
2. Please deposit all personal belongings not essential to your research in the lockers provided in the reception area near the elevators. Personal property allowed into the Reading Room is subject to inspection upon entrance and exit.
3. All patrons must complete a Research Application form at the Archives reference desk. Valid photo identification, which includes the researcher's current address, such as a passport or driver's license, is required.
4. Please request the materials you desire from the Reference Archivist using the form provided. Staff is available to confer with users regarding the various finding aids available. All materials are retrieved and returned to the stacks by staff members.
5. Original materials are stored offsite and requests **must** be submitted at least one week in advance.
6. Materials may be used in the reading room **only**.
7. Please note that some collections have restrictions that are described in the catalog record.
8. Pencils **only** may be used for taking notes by hand when examining original materials. Electrical outlets are provided for lap-top or portable computer use.
9. All materials must be handled with extreme care to insure preservation for the future. When examining original materials, gloves will be provided by the staff and must be worn. Papers must rest on a table surface and pages must be turned carefully and without any marks being made on the materials.
10. Researchers will be issued one item at a time. If given paper records, the researcher should leave the box upright and **remove only one folder at a time**, making sure to replace the folder in proper order before moving on to the next one.
11. Eating, drinking, and the use of cell phones are prohibited in all areas of the Archives/Library facility.
12. Visitors/Researchers may not attempt to adjust or repair any equipment in the reading room. The Archives/Library staff is available for assistance in the event of machine malfunction.

13. Please return all materials to the Reference Desk when finished.
14. Materials are pulled at 11:00 a.m. 1:00 p.m. and 3:00 p.m. All materials should be returned to the Reference Desk by 4:45 p.m.

USHMM'S Archive's Policy on Duplication

Reproductions of archival collections will be made in accordance with the Copyright Law. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. The United States Holocaust Memorial Museum's Archives staff reserves the right to refuse a duplication order, if in their judgment, fulfillment of the order would involve violation of copyright law.

USHMM'S Archives Guidelines on Citation

Citation format for textual archives:

1st Citation: United States Holocaust Memorial Museum, Record group XX, "Name of Record group, " Sub-group number " (if applicable), "name of sub-group," Sub-sub group number (if applicable), "Name of Sub-sub group," "Folder identification," Reel/Fiche XXX, page number.

Example: United States Holocaust Memorial Museum, Record group 11.001M, "Selected Records from the "Osoby" Archive in Moscow [phase I]," sub-group 02, "Geheime Staatspolizei (Gestapo), Berlin," Sub-sub group number 1, "Amt II," "File on Religious Organizations," Reel 17, page 132.

2nd Citation: USHMM, RG-XX.XXX.XX, Folder identification, Reel XX, page XX.

Example: USHMM, RG-11.001M.02, "File on Religious Organizations", Reel 17, page 132

Citation format for Oral History Archives

United States Holocaust Memorial Museum, Record Group 50, Oral History, Name of sub-collection, Interview with X, call number: RG-50.XXX*XXX.

Example: United States Holocaust Memorial Museum, Record Group 50, Oral History, Jehovah's Witnesses Collection, Interview with Genvieve de Gaulle, Call number: RG-50.028* 123

2nd Citation: USHMM, RG-50.028*123

I have read the above rules and agree to abide by them.

Date

Signature