



The Dooley-Wagner Research Center Rules and Regulations

- Food and beverages are not allowed in the Research Center. Water is permitted if it is not kept near research materials.
- Only pencils, which can be provided, may be used in the Research Center. No pens or markers are allowed.
- No cameras or scanners are to be used without the expressed permission of LACS staff.
- All materials must be handled carefully. They must in no way be leaned upon, marked, bent, creased, or torn.
- When searching files, visitors may use only one file folder at a time to not mix up items from various file folders.
- File folders, books, and all materials are to be left on the table when done. Staff will return the material to the correct spot.
- There is a nominal fee for photocopies. Staff will make all photocopies for you; there is no self-service. The Research Center reserves the right to restrict use or photocopying of some research materials including certain bound volumes, oversized sheets, and fragile items.
- The researcher assumes full responsibility for conforming to the laws of libel, privacy, and copyright which may be involved in his or her use of manuscripts and/or other materials.
- All briefcases, purses, and other personal containers must be left with a research assistant. A coat rack is provided for coats.
- The researcher must inform staff of their departure. The researcher must also accept the staff's request to observe all materials, photocopies, books, etc. before departing.
- By law, the LACS is given the right to detain any persons suspected of attempting the unauthorized removal of any document, map, book, or other archival material (Wisconsin Statutes Chap. 943.60. Test in Laws of 199, Chap. 245). Penalties for archival theft include a fine of up to \$10,000 and prison terms from nine months to ten years depending on the value of the materials taken.