



## REGULATIONS GOVERNING THE USE OF MANUSCRIPTS

1. All materials are to be used in the Manuscript Division Research Room.
2. **BROWSING OF COLLECTIONS IS NOT PERMITTED.** Researchers requesting manuscript services must have completed research in the available secondary sources to identify collections of interest before scheduling. The Manuscripts Division does **NOT** provide same day pulls.
3. The use of laptops is permitted. Personal scanners, cameras and/or cell phones are strictly prohibited while researching manuscript collections. **USE PENCILS ONLY** for note taking.
4. Materials must be handled with great care. Only one box at a time may be open and on the table. Remove one folder at a time, keeping the folder and its contents flat on the table. Place the provided out card where the removed folder should be returned to. Do not lean on or write on top of materials. When handling photographs, please use the disposable gloves provided.
5. Researchers must preserve the arrangement of the contents of each folder and box and report any disarrangement to the staff at the desk. **PLEASE DO NOT REARRANGE THE MATERIALS OR REMOVE FROM PROTECTIVE SLEEVES.**
6. Access to oversized items is at the discretion of Manuscript Division staff. Artifacts, or any materials deemed brittle, fragile or in need of conservation treatment will not be made available for research access.
7. Unprocessed Collections are **NOT** currently available for research access.
8. Research groups are allowed with no more than 3 people per group. Appointment timeslots are reservations for individual patrons only. It is required that one group member complete an appointment form and include the additional researcher(s) name(s), telephone number, and email address in the space provided. If additional group members' information is not included on the appointment form, they will not be provided research access. We do not allow more than one researcher to view a box at a time.
9. MSRC entertains requests for photo duplication of **reasonable** amounts of manuscript material for individual scholars engaged in specific research (see also **MSS Reference Only Scan Reproduction Policy** and **MSS Self-Directed**

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12. In citing materials used, use the following format:

Collection name. Item description, dates. Collection# - Box#, Folder#. Manuscript Division, Moorland-Spingarn Research Center, Howard University, Washington, DC.. Date accessed.

### **Example Citation**

Alain Locke Papers, 1841-1983. Curriculum Vitae, 1912-1953. Box 164 - 1, Folder 3. Manuscript Division, Moorland-Spingarn Research Center, Howard University, Washington, DC. Accessed, July 18, 2025

13. A copy of published works citing manuscript materials should be forwarded to The Moorland-Spingarn Research Center when the work has been released by the publisher.

14. Violation of manuscript regulations is subject to legal action by Howard University.

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