

## Pratt Institute School of Information Archival Records Access Policy

Records designed for public use (e.g., course descriptions, faculty listings, etc.) are available to researchers upon request, with some such select records available through this online finding aid. Other records are available to researchers 20 years after creation. For student records, the archives are open 75 years after the date of their creation. Any exceptions are noted at the series level on the collection's finding aid. Records can be viewed by appointment Monday through Thursday, 11:00 am to 3:00 pm during the Fall and Spring semesters.

To obtain access to archival materials, the prospective user must fill out a Request for Access to Archival Materials Form, and agree to abide by all federal, state and local laws, rules, or regulations governing the use of archival materials.

Copyright of material in the Pratt SI Records collection is covered under Pratt Institute's Intellectual Property Policy, except those materials that have entered the public domain.<sup>1</sup> Copies of archival material for private study only will be allowed under the fair use provisions of the copyright laws. Researchers must undertake to obtain prior permission from the owners of copyright of any archival material that he/she wishes to publish or make additional copies for distribution or sale.

Pratt SI may set fees for the use of services (e.g. custom research, copies of photographs), and for the provision of photocopies.

The user will be responsible for safeguarding records made available and will not remove records from the collections or rearrange their order. The user will agree to handle the records with extreme care. Pencils only may be used. No pens, ink, erasable ink, or self-stick removable notes may be used. Records should not be leaned on, written on, folded, or handled in any way likely to damage them. Tracing from or writing on archival materials is not permitted.

The archival material must be consulted in an assigned location and may not be removed from this room at any time. No smoking, eating, or drinking is allowed in this area. The user has permission to take photographs of the archival material.

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<sup>1</sup> Pratt Institute's Intellectual Property Policy can be retrieved from: [https://www.pratt.edu/uploads/96-intellectual\\_property\\_policy.pdf](https://www.pratt.edu/uploads/96-intellectual_property_policy.pdf)

# Request for Access to Archival Materials Form Pratt School of Information Records

Name \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone \_\_\_\_\_

Institutional Affiliation (if any) \_\_\_\_\_

Purpose of Research Materials Requested:

I acknowledge that I have reviewed and understand the **Pratt Institute School of Information Archive of Student Records Access Policy** and will abide by the restrictions stated therein. I am responsible for conforming to copyright, right-to-privacy, libel, slander, and any other applicable federal and state statutes, and I agree to indemnify and hold harmless Pratt Institute's School of Information, its officers, employees, and agents from any and all claims resulting from my use of the materials.

I understand that failure to comply with these rules may result in the denial of access to the collections in the future.

Signature \_\_\_\_\_

Date \_\_\_\_\_