

Sousa Archives  
And  
Center for American Music

Rules  
and  
Procedures  
for  
Use and Access

University of Illinois  
at  
Urbana-Champaign

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## **General Rules and Procedures**

**Access to materials is conditional upon adherence to these rules.**

The archivist enforces the rules and is available to answer questions about handling, reproduction, and other uses of the collections.

1. Researchers are not permitted in the stacks.
2. Collections do not circulate and may not be removed from the reading room.
3. Researchers are limited to one box on the table at a time.
4. Maintain original order. Remove one item or folder at a time and flag its location with the markers provided.
5. Work slowly and carefully to prevent records from being crumpled, torn, or broken. Rushing through archival collections endangers the materials.
6. Return material to the box before leaving the reading room. Do not leave materials unattended.
7. Initial your container list as you receive each box.
8. No eating, drinking or smoking in the reading room.

### **Planning Your Visit**

To ensure that our collections will meet your research needs you **must**:

- ❖ Call or write to make an appointment and to consult with the archivist.
- ❖ Plan adequate time for your research.
- ❖ Make separate arrangements with appropriate staff if you need to do research in other related university museum artifact and archival collections.

### **When You Arrive**

- ❖ You must sign the daily registration logbook.
- ❖ Place coats, bags, purses, and other nonessential items in a locker.
- ❖ Complete your researcher register form and show photo ID.
- ❖ Read the Rules and Procedures brochure that explains proper handling techniques.

### **Getting Started**

To locate and use collections relevant to your research, you must:

- ❖ Discuss your project with the reference archivist.
- ❖ Consult the Center's collections database "Archon" to identify relevant collections that you wish to use.
- ❖ Review the appropriate collection finding aids.
- ❖ Use a Container Registration Form to request materials.

### **Before You Leave**

- ❖ Return collection materials to the correct folders and boxes.
- ❖ Count your photocopies and pay the archivist; receipts are available.
- ❖ Turn in your container registration form and check out with the archivist.