MARINE CORPS ARCHIVES AND SPECIAL COLLECTIONS

Hours: 0730 – 1700 (7:30 a.m. – 5:00 p.m.) Monday – Friday and by appointment.
(Weekend hours TBA) Telephone: 703-784-4538/4685 DSN: 278-4538/4685

RULES AND INFORMATION GOVERNING USE OF MATERIALS

1. Researchers are required to leave all personal possessions with the reference archivist. Pencils and paper for note taking can be found on each desk.

2. Sign the patron register daily.

3. No Archival or Special Collections materials may be removed from the area or checked out. Return all materials to the reference archivist.

4. Patron Information and Research Forms must be used to request materials. Before the researcher leaves, the forms will be cleared to insure that all materials have been returned.

5. The Marine Corps Archives and Special Collections hours of operation are 0730-1700 (7:30 a.m. – 5:00 p.m.). No requests for materials will be accepted after 1600 (4:00 p.m.).

6. All collections and books must be handled with extreme care:
   a. Use pencils only. **NO MARKS ARE TO BE MADE ON MATERIALS.**
   b. Keep materials in order within folders and boxes, and do not remove materials from their folders.
   c. Materials must be placed flat on tables and not held in the hands or in the lap.
   d. Do not place anything on top of the materials.
   e. Do not lean on the materials.
   f. Use care in turning pages so they will not be torn or otherwise damaged.
   g. Tracings or rubbings may not be made without specific permission.
   h. Magnifying glasses are available upon request.

7. Limited photocopying is available.
   a. Because of their physical condition, not all materials can be photocopied. Please consult the archivist on duty.
   b. 100 pages of photocopying is permitted per research project (thesis, dissertation, paper, article, etc).

(over)

8.. Audiovisual Information Repository

a. No more than 50 CDs per calendar year will be provided to individuals requesting oral histories.

b. No more than 10 titles per individual request will be provided to individuals requesting motion media.

c. Copies of oral history transcripts will be limited to 100 pages per visit.

d. Scanning of photographs will be limited to 20 per individual request.

e. Commercial enterprises and civilians must provide blank media and handle all shipping costs.

f. Before releasing Marine Corps footage/media to commercial production companies and patrons that are publishing books or articles, permission must be obtained from Headquarters, Public Affairs Office, Washington, DC, 703 614-4309.

9. When quoting from materials, citations should include:

a. What the item is (letter to and from, date, description, etc).
b. Name of collection, papers, or group to which it belongs, as well as folder headings.
c. Archives Accession number if appropriate.
d. Marine Corps Archives and Special Collections, Gray Research Center.

EXAMPLE:

Box 11 – Ronald H. Spector Papers – Vietnam. Personal correspondence, 1/3/70. Marine Corps Archives and Special Collections, Gray Research Center, Quantico, VA.

10. The Marine Corps Archives and Special Collections does not assume any responsibility for infringement of the copyright held by the author or heirs for archival materials. It is the responsibility of the researcher to obtain permission from the holder of the copyright, if the U.S. Marine Corps does not own copyright.

_____ _____

DATE PATRON SIGNATURE

Enclosure (1)

LIBRARY OF THE MARINE CORPS
ARCHIVES AND SPECIAL COLLECTIONS BRANCH

PATRON INFORMATION AND RESEARCH FORM

NAME: _____ DATE: _____

RANK: _____ ORGANIZATION: _____

PERMANENT ADDRESS: _____
_____

TELEPHONE NUMBER: _____

SUBJECT OF RESEARCH: _____
_____

_____
(Signature)

COLLECTION	RETURNED
1.	
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Telephone _____ E-Mail _____ Letter _____ Walk-in _____

Research time: _____

Enclosure (3)