



## Conducting Research at the McKay Archives

### Getting Started

This information relates to research done in the McKay Archives reading room. For research assistance by phone, mail, or e-mail, contact the McKay Archives staff. 863-680-4994 or [gschaad@flsouthern.edu](mailto:gschaad@flsouthern.edu)

- Fill out a Research Application (download Word file)
- This document ensures that researchers are familiar with the archives policies on copyright, restrictions, and photocopying.
- Materials will be brought to you for use in the reading room.
- Personal belongings will be stored in locked cabinets on site.

### Rules and Regulations

These rules ensure the long-term protection and availability of the unique materials of the McKay Archives.

- Pencils, computers, and recording devices can be used to take notes. Do not use pens because of the risk of spilling ink.
- All materials must be used within the Reading Room. If special reproductions are needed, please ask a staff member for assistance.
- Examine one box at a time and one folder at a time. Do not disturb the order of the folders or the documents within. If you find a discrepancy, notify the archivist. Please do not rearrange the items yourself.
- Do not fold, write on or damage the records. Handle all materials with care.
- No eating, drinking or smoking is allowed.
- If materials are fragile, have a staff member assist you with any photographing.
- Failure to comply with these rules may result in denial of access to the collections and books. Theft or mutilation of the holdings is a crime that may be prosecuted.