

## ACCESS POLICIES

Staff, faculty, and students of Adler Graduate School, MN, as well as outside visitors, are welcome to conduct research in the *Harold H. Mosak Adlerian Mastery Lab* and *Café Central*.

Access to all collections housed in the *Harold H. Mosak Adlerian Mastery Lab* and *Café Central* must be arranged at least two weeks in advance with the Adler Graduate School (AGS) librarian. Every effort will be made to assist users in person or via phone, email and mail, but, because all requests for materials require preliminary preparation, please contact the AGS librarian in advance. Finding aids for the collections and accessions available for study in the *Harold H. Mosak Adlerian Mastery Lab* are found at <http://alfredadler.edu/research-centers/harold-h-mosak-adlerian-mastery-lab>.

The use of certain records is restricted by law, by reason of their origin or, for private materials, by the donor. Adler Graduate School reserves the right to restrict the use of records that are not processed, materials containing confidential or sensitive information, or records that are of exceptional value or are fragile.

### General Rules

- Researchers must establish their identity.
- All wraps, briefcases, portfolios, handbags, envelopes, notebooks, and all items except materials needed for research purposes must be left at the designated area.
- The stacks are "closed stacks".
- The AGS librarian will bring the materials requested to the research room.
- Materials are not removed from the archives.
- All materials must be returned to the attendant when the researcher leaves the search room.
- The researchers are responsible for the safeguarding of any materials made available to them; they may be asked to acknowledge in writing the receipt of all materials used.
- Care must be exercised to maintain the established order and arrangement of the papers.
- Notes may be taken with pencil or computer; the use of carbon, erasers, or any kind of pen is prohibited.
- Archival materials are not to be leaned on, written on, traced or handled in any way likely to damage them.
- Food, beverages, and smoking are prohibited in the archives.

### **Internal Access**

The records are generally available to any staff member who needs access to accomplish his/her official duties to Adler Graduate School, MN. Staff access to the records is governed by the same rules as the general access and is documented. The records may need the permission of the AGS librarian for use.

Records which are protected by law are only accessible to specific staff members from the office of origin or by special permission of the President. These include all forms of personnel and student records.

### **External Access**

Advance appointments are required of visitors to the Harold H. Mosak Adlerian Mastery Lab. The researcher will also be required to present a valid photo ID and to fill out and sign the Researcher Agreement Form.

Requests for information require a pre-appointment phone or email interview to determine if the Archives contains the materials being sought. Researchers must also reveal their identity and affiliation, as well as their intentions for use of the information. All materials quoted must be properly footnoted or otherwise identified.

### **Photocopying and Scanning**

Photocopying or scanning of certain archival material is permitted with prior approval of the AGS librarian, provided that copyright guidelines are followed. The number of photocopies may be limited. Photocopies and scans cost 25 cents per page.

Photocopies or scans may not be reduplicated or deposited elsewhere without the prior written consent of the Adler Graduate School, MN. Supplying a photocopy or scan is not an authorization to publish. A reasonable amount of material may be duplicated when this can be done without injury to the records and when it does not violate laws of libel or copyright restrictions.