

THE SILVERADO MUSEUM
(The Robert Louis Stevenson Collection)
CONDITIONS OF USE

The researcher is responsible for taking care of materials deposited in the Silverado Museum. The following rules are intended to protect and preserve the materials for your future use.

1. Sign the Daily Register upon entering and leaving the museum office.
2. Complete and sign the RESEARCH REQUEST form (Two of Two). It may be necessary to make an appointment with the Director for Research Study Approval. Telephone appointments may be made via the museum office. (707) 963-3757.
3. You may find the materials needed by using a copy of the Museum Finding Aid which can be provided you by either the Director or Assistant Director.
4. Coats, jackets, purses and any kind of carryall are NOT permitted in the Repository Area. A safe area for the deposit of these items can be gain via the office.
5. Use pencil (#2) ONLY for note taking. All notes should be made available to the museum staff upon request.
6. Materials to be used at any one time will be limited by the Director. Documents are to remain flat in the folder in their existing order and arrangement.
7. Materials should **not** be marked, leaned on, folded anew, traced or handled in any way likely to damage them. Loose sheets and book pages should be handled by their edges to avoid soiling the surface of the paper.
8. Consult the FINDING AID Binder File for subject-content listings. As manuscript and rare documents shelves are closed to public access, you will do your "browsing" via the Finding Aid.
9. Make arrangements (including payment) for Xeroxing with the museum staff.
10. It is the responsibility of the researcher to secure permission to publish material found in the archives. You must assume responsibility for confronting to the laws of libel, literary property rights, and copyright, whichever may be involved in the use of materials.
11. Check out with the Curator-Director for verification of materials returned.

I HAVE CAREFULLY READ THE ABOVE CONDITIONS OF USE OF ARCHIVAL MATERIALS AND AGREE TO ABIDE BY THEM.

Signature _____

Date _____

Address _____ Telephone () _____

E-mail address _____

Dmc/February,7, 2010