

The researcher is responsible for assisting in the preservation of materials of the UALR/Pulaski County Law Library Special Collections Archives and the Arkansas Supreme Court Briefs and Records Collection. The rules listed below aim to protect and preserve the materials researchers may wish to use.

Access

- We require researchers to complete the registration form that is posted on our website or complete the form on their first visit. Researchers may complete the registration form in advance and email it to Kathryn C. Fitzhugh at kcfitzhugh@ualr.edu or fax it to 501-324-9447.
- When visiting in person: we require researchers to present a valid driver's license with photo identification or some other form of government-issued photo identification before using our materials.
- Researchers under the age of 15 must be accompanied by an adult.

Hours of Operation

- Hours are by appointment with Kathryn C. Fitzhugh whose email address and fax number are above.
- The library's main phone number is 501-324-9444.
- If you email Prof. Fitzhugh type your subject on the subject line of your email message.

About the Collection

- The Arkansas Supreme Court Briefs and Records came to us as an open collection. Some files were never received. Researchers should call in advance to give us adequate time to retrieve.
- When a researcher visits to use archives material and rare books we place her in a secure, camera-equipped reading room, Room 134, under staff supervision.

Using the Reading Room

- We allow researchers to bring the following items to the same room with the materials: pencils, loose paper, legal pads, computers and cameras without cases or bags.
- We do not allow the use of scanners.
- We do not allow pens in the reading room.
- We provide cotton gloves.
- We require that you exercise all possible care to prevent damages to the records. **Do not lean on, write on, fold anew, trace on, or handle materials roughly.**
- Documents and volumes must lie flat on the table. Do not place materials in the lap or prop them against the edge of a table.
- Maintain the existing order and arrangement of the papers. **Do not rearrange items yourself.**
- Only two document boxes of material may be used at a time. No more than five bound volumes may be used at a time.
- No materials will be pulled after 4:30 p.m. on the 8:00 a.m. - 5:00 p.m. schedule or after 9:00

p.m. on the Special Collection Librarian's 2:00 p.m. - 10:00 p.m. schedule.

Copyright

- **The researcher assumes the responsibility for abiding by the laws of libel, literary property rights, and copyright which may be involved with the use of materials.**
- Researchers may photograph our photographs when not prohibited by law or restricted by donors' agreements.
- Photographs published or exhibited by the researcher should be designated as "Courtesy of University of Arkansas at Little Rock/Pulaski County Law Library." Add the name of the collection, the box number, and folder number if applicable.
- Give proper citation to our library's archives materials. An example follows: University of Arkansas at Little Rock/Pulaski County Law Library, Arkansas Supreme Court Briefs and Records, *Lemon v. State*, Series I, Box 47, Folder 3023.

Reproduction

- The law library staff will copy public domain archives material that is reproducible condition. We provide an invoice and require payment by cash, check, or money order or before beginning copying jobs for patrons.
- **We require 24 hours notice to make copies.**

Archives Material and Rare Books Do Not Leave the Library

- **Do not remove records from the library.**
- We expressly do not authorize researchers to remove rare books, archives, and court records materials from the library.
- Theft or mutilation of records is considered "library theft" under the *Arkansas Code Annotated* §13-2-803.
- We reserve the right to detain any person for a reasonable time if we suspect that person of committing library theft.
- Leave materials in room 134 and wait for the materials to be checked.
- The library staff inspects researchers' belongings before allowing them to leave the library.
- We do not give patrons permission to post our archival material on the Internet.

Provide Our Library with a Copy of Articles and Citations

- Researchers agree to send our library a copy of articles published as a result of using our archives or court records materials.
- Researchers agree to provide a citation and information on availability of theses and dissertations written as a result of using our archives or court records materials.

I have read the rules and procedures listed above and I agree to fully comply with them.

Researcher