

Indraprastha College for Women
University of Delhi
Museum and Archives Learning Resource Centre

Rules of Usage

1. Museum and Archives Learning Resource Centre is open to all Research Scholars, Students, and Visitors with the prior written permission of the Principal of the College.
2. Research Scholars/Students/ Private Individuals wishing to consult the College Archives are required to submit a letter of Introduction from their University/Institution/ Department.
3. Those wishing to use/access the Archives are required to fill a Registration Form available in College Library.
4. Research Scholars/Students/Private Individuals must submit a brief Proposal of their Research Project.
5. All activity in the Museum and Archives would be under the supervision of the College.
6. Duplication facilities (photocopy, photography) are available under the supervision of the competent authority, subject to certain conditions:
 - (a) Copyright and other Intellectual Property Rights.
 - (b) Requisition Slip is required to be filled with details of the Document two days in advance.
 - (c) The College will undertake the task of reproduction of documents. Documents that are digitized and are in a stable condition may be photocopied. Brittle, fragile documents are not permitted to be photocopied.
 - (d) Only 10 percent of the total pages of a Document, File, Magazine and others would be photocopied or photographed.
 - (e) Newspaper articles, if in a stable condition or digitized, would be reproduced one-time only.
 - (f) Only digital photography without flash is allowed under the supervision of competent authority in the Museum and Archives.
 - (g) Duplication facility is available on Payment Basis. Minimum Charges of Rs.10.00 per exposure will have to be paid in advance.
 - (h) Books on Indraprastha College and Indraprastha School held by the Museum and Archives are not permitted to be photocopied. They are available on sale, on demand.

8. Indraprastha College for Women, University of Delhi must be acknowledged in Research Papers or Articles or Books Published.
9. Two copies of such publications must be submitted to the College Principal to be kept in the College Library and Museum and Archives Learning Resource Centre.

Other Rules of Usage

1. Please ensure that your Mobile Phone is on Silent Mode
2. Eatables, Drinks, Cigarettes are not allowed in the Archives.
3. Please ensure that your hands are clean and dry.
4. Use gloves wherever required.
5. Use soft, flexible weights to hold pages in place.
6. Handle the holdings with care.
7. Do not fold, tear, cut, crease or otherwise damage or mutilate records.
8. Only Pencils without Erasers must be used for taking your notes.
9. There should be no marking or writing on the Documents.
10. No adhesive stickers should be used to mark the pages.
11. Do not moist or lick fingers to turn pages.
12. No sharp objects are allowed in the Archives.
13. Do not put the document on the floor.
14. Do not remove any record from its location without permission.
15. Do not disturb the original arrangement of records.
16. Do not touch the text on the surface of the records.
17. Report damaged document, if any, to the staff.

Undertaking

I have read the above Rules of Usage and agree to abide by them.

Name:

Signature:

Date:

Countersigned (College Library)