



Connie Henke Yarbro Oncology Nursing History Center

Policies for Use of Collections

The Connie Henke Yarbro Oncology Nursing History Center's physical collections are open to all individuals. The materials are housed in environmentally controlled and secure stack areas and are made available for use onsite under the supervision of Center staff.

All collections are non-circulating and are retrieved for researchers upon request.

What to bring

- Your laptop or notebook
- Current photo identification (driver's license, staff badge, passport)

What not to bring

- Food or drink
- Pens (we provide pencils for taking notes)
- Scanners, tripods, or video equipment

Requesting and using materials

- Do not write on, mark, or alter the materials in any way.
- Staff will retrieve materials for you.
- One manuscript box or folder is permitted per table.
- All documents must always remain in folders in their original order; pull only one folder at a time from the manuscript box.

Other things to know

- All researchers must alert staff when they are leaving the premises and must return all requested materials to Center staff.
- Researchers may be asked to submit for inspection any briefcase, laptop case, or any other parcel, book, notebook, or other personal property before leaving the premises.
- Some extremely fragile or unprocessed items may have access restrictions; other items may be inaccessible per the donor's request.

Reproductions and permissions

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 - Photocopies and scans are made solely for the researcher's convenience; they cannot be reproduced or transferred to any other person or institution without staff permission.
 - The use of cameras, cell phones, or tablets to photograph a limited amount of material is permissible if prior arrangements have been made with staff. Flash is prohibited. A permission form must be completed before taking any photographs. Further permission from the copyright holder may be necessary; especially for manuscript materials (see the copyright statements below).

Terms of access

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- The [WATCH list of copyright contacts](#) is a useful place to begin searching for the estates of writers and artists.
- Cornell University Library [has more general information](#) about copyright and the public domain.