



ZIIBIWING CENTER

of Anishinabe Culture & Lifeways

THE SAGINAW CHIPPEWA INDIAN TRIBE OF MICHIGAN

Rules and Regulations

The rules of the Ziibiwing Cultural Society Archives are not intended to hamper your research but to provide access to the collections at the Ziibiwing Cultural Society Archives in a manner which insures their careful preservation. We ask researchers to consider these manuscripts, not as a means to a personal end, but rather as a permanent resource for scholarship.

Reading privileges are granted to registered researchers subject to the following rules:

1. Researchers are required to check coats, hats, brief cases, typewriter or computer cases, envelopes, books, and all other personal property except note cards and pencils. Handbags and shoulder bags not checked will be subject to inspection, along with work materials, upon leaving. A photo ID is required for registration.
2. The use of pens or indelible pencils is not permitted in the Archives.
3. All material must be handled with great care. Manuscripts and drawings may not be leaned on, written on, folded anew, traced, fastened with paperclips, or handled in any way likely to damage them. **MANUSCRIPTS MUST NOT BE REMOVED FROM FOLDERS FOR ANY REASON KEEP THE MANUSCRIPTS AND FOLDERS IN ORIGINAL ORDER.**
4. Smoking, eating, and drinking are not permitted in the Archives.
5. Permission to examine manuscript is not an authorization to publish them. Researchers who plan eventual publication of their work are urged to make inquiry concerning overall restriction on publication before beginning their research. A separate written request for the right to publish must be made on forms provided for that purpose.
6. In giving permission to publish a manuscript, the Ziibiwing Cultural Society Archives does not surrender its own right thereafter to publish the manuscript or to grant permission to others to publish it; nor does the Archives assume any responsibility for infringement of copyright or of publication rights in the manuscript held by others.
7. The Archives will consider requests for photo duplication of manuscript material when such duplication can be done without injury to the manuscripts. The Archives reserves the right to request the return of photocopies and to prohibit the making of duplicate photocopies from those furnished by the Archives.
8. Researchers may use their own personal computers or tape recorders but they should work as quietly as possible.
9. A limit of five individually pulled folders or 5 boxes of material will be retrieved for the researcher at one time, however, only one folder at a time should be used to prevent materials from being misfiled between folders.

10. The Research Center closes promptly at 5:30 PM. Microfilm reels must be removed from the machines by 5:00 PM. No original documents will be retrieved after 5:00PM. Original documents must be returned to the desk by 5:15 PM.
11. Researchers are responsible for any archival material in their care until it is returned to the archivist. Do not leave records unattended. Materials must be returned to the Reading Room monitor when patron is finished. Under no circumstances shall a researcher remove records from the Reading Room/Main Desk area without the permission of the archivist in charge.
12. Theft, destruction or mutilation of Special Collections and Tribal Archives materials is a federal crime.

These rules have been established for the protection of the ZCS's irreplaceable archival holdings. Researchers should be aware that failure to abide by the stated rules will result in denial of access to research materials.

Photocopy and Research Charges

Researchers are encouraged to come to the Zibiwing Cultural Society Archives in person to do their work, but if they must rely solely on telephone/FAX/mail services to conduct their work: a research fee will be charged after 30 minutes of staff time at the rate of \$35.00 an hour.

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