

CHAPTER 1B-11 PUBLIC USE OF RECORDS, DONATED HISTORICAL MATERIALS, AND FACILITIES IN THE FLORIDA STATE ARCHIVES

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1B-11.004 Use of Archives.

(1) Availability of records:

(a) Records in the custody of the Florida State Archives are available for reference in the Search Room only.

(b) Original records will not normally be made available when microfilm or other copies are available.

(c) Persons seeking information that is published and readily available will normally be referred to the Florida State Library.

(d) Records will not be furnished to a researcher under the age of 16 years unless he is accompanied by an adult researcher, or unless prior arrangements have been made with the State Archivist.

(2) Location of records and hours of opening:

(a) A prospective researcher should first ascertain the location and availability of records by contacting the reference staff by mail or telephone.

(b) Except for holidays and at such other times as specified in writing by the Director and posted by the State Archivist the archives and donated historical materials are available for use from 8:00 a.m. to 5:00 p.m., Monday through Friday. Records may be made available at other times as authorized by the State Archivist.

(3) Application procedures: Applicants shall apply in person at the Florida State Archives and shall furnish, on a form provided for the purpose, information necessary for registration and for determining which records will be made available. Applicants shall furnish proper identification, and, if applying for access to large quantities of records or to records that are especially fragile or valuable, shall furnish upon request a letter of reference or introduction.

(4) Restrictions: The use of archives is subject to any restrictions specified by law. Records may be temporarily withdrawn from use while in process of restoration, repair, or rearrangement.

(5) Research room rules:

(a) Registration – Researchers shall register each day they enter a research room, furnishing the researcher's name, permanent address, local address, occupation, residence phone, local phone and field of interest. The registration shall be in substantially the same form as form DS-AR 303 in Rule 1-3.030(4), Florida Administrative Code.

(b) Researcher's responsibility for records – The research room attendant may limit the quantity of records to be delivered at one time to a researcher. When requested, researchers shall acknowledge receipt of records by signature. A researcher is responsible for all records delivered to him until he returns them. When a researcher has completed his use of records, he shall return them to the research room attendant. When requested, researchers shall return records as much as 10 minutes before closing time. Before leaving a research room, even for a short period of time, a researcher shall notify the research room attendant and place all records in their proper containers.

(c) Prevention of damage to records – The researcher shall exercise all possible care to prevent damage to records. Records shall not be used at a desk where there is a container of liquid or where a fountain pen is being used. Records shall not be leaned on, written on, folded anew, traced, fastened with paper clips or rubber bands, or handled in any way likely to cause damage. The use of records of exceptional value or in fragile condition shall be subject to any conditions specified by the research room attendant.

(d) Removal or mutilation of records – Researchers shall not remove records from a research room. The unlawful removal or mutilation of records is punishable by law. When so requested, researchers shall check parcels and luggage before entering a research room; and upon leaving, a researcher shall, if requested, present for examination any briefcase, notebook, package, envelope book, or other article that could contain records.

(e) Conduct – Eating in a research room is prohibited. Smoking is prohibited except in designated smoking areas. Loud talking and other activities likely to disturb other researchers are also prohibited. Persons desiring to use typewriters shall work in areas designated by the research room attendant.

(f) Keeping records in order – A researcher must keep unbound records in the order in which they are delivered to him. Records appearing to be in disorder should not be rearranged by a researcher, but should be referred to the research room attendant. Normally, a researcher will not be allowed to remove records from more than one container at a time.

(g) Copying services – Copying of records will normally be done by personnel of the Florida State Archives with equipment belonging to the agency. With the permission of the State Archivist, researchers may use their own copying equipment. Permission will be based on the State Archivist's determination that such use will not harm the records or disrupt reference activities. Equipment will be used under the supervision of agency personnel.

Specific Authority 257.14, 257.35(7) FS. Law Implemented 257.35(1) FS. History—New 4-11-76, Amended 9-6-78, 9-15-82, Formerly 1A-11.04, 1A-11.004.