



## Western Historical Manuscript Collection-Kansas City University of Missouri-Kansas City University Archives

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### Rules Governing Use

The mission of the Western Historical Manuscript Collection (WHMC-KC) is to acquire, preserve, and make available for research, documents and other materials relative to the history and culture of the people of Missouri and the Midwest. The UMKC University Archives (UMKC-UA) collects and makes accessible the official records of the University of Missouri-Kansas City and documents the activities of its faculty and students.

To those ends, it is necessary to institute certain rules to assist the staff and the user of the WHMC-KC/UMKC-UA in insuring the continued availability of these valuable records. These rules are as follows:

1. The researcher must read the rules set forth herein and sign a compliance agreement (WHMC/UA 05) before research materials may be used. The researcher must present two pieces of identification – one with a photograph – to the research room attendant.
2. The researcher must register each day.
3. Coats, handbags, briefcases, packages, typewriter cases, etc., must be placed on the coat racks or behind the attendant's desk. The researcher may take notepaper or similar working papers to the research table. Tape recorders and laptop computers may be used provided they do not disturb other researchers. Cameras and scanners are not permitted.
4. Food, beverages, and smoking are prohibited in the research room while historical documents are being used.
5. The research room may need to be closed on occasion. The cooperation of the researcher in leaving the room at such times is required.
6. The researcher must request, in writing, items desired for use by completing the Collection Request Form (WHMC/UA 05). The research room attendant will bring all research materials to the researcher. Only one box of documents may be used at a time. The researcher must notify the attendant when work with the materials is completed. The researcher is responsible for the documents until they are returned to the attendant.

**THEFT OR MUTILATION OF RESEARCH MATERIALS IS A  
CRIME THAT WILL BE PROSECUTED.**

7. The researcher may not remove research materials from the research room.
8. The researcher must use great care in handling research documents, always keeping them in order, never leaning on them, and never making marks or erasures on them. ONLY PENCILS may be used for note taking – no fountain, ballpoint, or felt tip pens are allowed at the research tables.
9. Microfilm or other photoduplicated copies of collections must be used instead of the originals when such copies are available.
10. Only WHMC-KC/UMKC-UA personnel may authorize copy production. The WHMC-KC/UMKC-UA retains the right to refuse to copy any item for just cause.
11. The requester must agree to pay all charges incurred in the making of copies.
12. If use of a collection is restricted by contract, the researcher must have written permission to use that collection from its donor. If permission is obtained from the donor, the original copy shall be given to the WHMC-KC/UMKC-UA for permanent filing. Permission to reproduce restricted material must be specifically obtained.
13. The researcher is responsible for complying with the laws of copyright, libel, privacy, and literary property rights involved in copying and/or using materials from the WHMC-KC/UMKC-UA, and holding the University and its collection donors harmless.
14. Materials may not be reproduced or published, in full or in part, without permission from the Associate Director, WHMC-KC/UMKC-UA. Items for publication or exhibit may be subject to use fees.

The suggested citation for manuscript material from the Western Historical Manuscript Collection is as follows: *specific item; folder number; collection name and number; Western Historical Manuscript Collection-Kansas City*. The credit line for photographic copy prints should be: *the collection name; negative number (if any); Western Historical Manuscript Collection-Kansas City*.

The suggested citation for material from the UMKC University Archives is as follows: *specific item; folder, box and location number; record group, series and sub-series name (record group, series, and sub-series number); University of Missouri-Kansas City University Archives* [may be abbreviated as UMKC-UA after first mention]. The credit line for photographic copy prints should be: *the record series name and number (if any); negative number (if any); University of Missouri-Kansas City University Archives*.

15. The researcher must, if requested, consent to the search of his/her person and/or belongings in order to insure compliance with the rules under which permission has been granted to utilize the materials of this repository.
16. The WHMC-KC/UMKC-UA reserves the right to refuse the use of any materials for just cause.
17. The WHMC-KC/UMKC-UA may, at any time, prohibit further use of research materials by a researcher for failure to comply with the above stated rules.