

## **Archives Service Room Regulations**

### **Payap University Archives**

#### **Directions for Researchers**

1. Contact the librarian for information about the Archives Services.
2. Place your bag/belongings on the table provided.
3. No food or drinks permitted in the Service Room.
4. Fill out a User Register Form the first time you come.
5. No photos of documents and photographs. If needed, contact the librarian to make a copy for you.
6. Do not use any communication device in the Service Room.
7. Sign your name, date and details in the Reader's Registration Book each time you come.

#### **Please take care of our documents**

- Do not wet your fingers when turning the pages of documents
- Do not write or make any marks on the documents.
- Do not press, or lean on, or place heavy things on the documents.
- Do not bring any documents outside of the Service Room.
- Do not put anything on top of the documents including papers for taking notes.

(Keep your notes separate from the documents.)

#### **Instructions for borrowing documents**

1. Researchers must use the documents and books inside the Service Room only.
2. Researchers must fill out a Request Form and submit it to the librarian.
3. When requesting restricted documents, the researcher should write a letter two weeks in advance asking for permission explaining his/her purpose for using the document. The Head of the Archives will contact the owner of the record, which may be an organization or a person, for permission. Permission will be granted or not only at the discretion of the owner. (Note: You may not be permitted to use the documents you requested.)
4. Documents will be reserved for two weeks for each researcher on the temporary shelf.
5. The borrower must check that all the documents are complete and intact before and after use.

6. The citation for the Payap University Archives documents is as follows :

Record Group, Code of record, Name of Archives,

*e.g. Records of the First District Church of Christ in Thailand RG 013/79 at the Payap University Archives, Payap University.*

7. The librarian provides guidance and an inventory list for the researcher to find the information. The researcher must search for the information by himself/herself.

### **Procedure for making copies**

1. Fill in the details on the Photocopy Request Form to ask to make a copy and submit it to the Archives staff.
2. The researcher may request to copy up to 30 items per day and no more than 50 pictures (scans) per day. Please allow 3-5 days for the Archives staff to make these copies.

(Restricted materials may not be photo-duplicated even if the researcher has received permission to read them.)

3. If the researcher is not the owner of the document, he/she must pay a service charge of 100 baht per order when scanning a picture or map.
4. The researcher must pay the fee for copies in advance.

### **Rate for copies**

Paper size A4	3	baht/page	Rate for document owner	1	baht/page
Paper size F4	4	baht/page	Rate for document owner	2	baht/page
Scan pictures	5	baht/picture	Rate for document owner	2	baht/picture

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