



**ACCESS AND USE AGREEMENT: SER RECORDS
DEPARTMENT OF ARCHIVES AND SPECIAL COLLECTIONS
ARIZONA STATE UNIVERSITY LIBRARIES**

The Department of Archives and Special Collections has implemented special procedures to protect the privacy rights of SER (Service, Education and Redevelopment) Program enrollees and to provide patrons with prompt and efficient access. All users of the collection are required to read and complete this agreement before access is granted.

Privacy Rights of SER Enrollees:

- 1) User agrees not to publish or publicly present any personal identifiable information (e.g. social security numbers, birth certificates, driver licenses) of SER enrollees.
- 2) User agrees to hold harmless Arizona State University, the Arizona Board of Regents, the State of Arizona and their officers and employees from all claims, damages and costs, including attorney's fees arising from the user's use of and access to the collection, and all claims of violation of privacy rights of individuals represented in the collection.

Collection Retrieval:

When access is granted, patrons may request individual boxes from the collection by completing call slips at the Luhrs Reading Room.

Collection Use/Photocopying:

Patrons are limited to use one box at a time and are asked to use paper markers to maintain the original position of a folder or document within the box. Photocopying and camera use will not be allowed when using this collection. All other Luhrs Reading Room policies apply to use of this collection.

I hereby agree to abide by all the policies and procedures described above:

Name

Date

Address

(_____)_____
Phone