



**ACCESS AND USE AGREEMENT  
AMERICAN CONTINENTAL CORPORATION RECORDS COLLECTION  
DEPARTMENT OF ARCHIVES AND SPECIAL COLLECTIONS  
ARIZONA STATE UNIVERSITY LIBRARIES**

The Department of Archives and Special Collections (the Department) has implemented special procedures to protect the privacy rights of American Continental Corporation (ACC) customers, insure the continued integrity of the American Continental Corporation Records Collection (the Collection) and provide our 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 ACC Customers:**

1) User agrees not to publish or publicly present in any fashion personally identifiable financial information derived from the Collection regarding individuals that have purchased real estate, financial services, stocks or bonds from ACC. However, permission for publication of personally identifiable financial information will be extended if the user can provide to the Department documentary evidence that the information in question has already been made public through prior publication or through inclusion in the official records of the State of Arizona or the Federal Government. Compilations of statistics including financial information that do not identify individual customers will be reviewed on a case by case basis and may be approved for publication by the Head, Department of Archives and Special Collections, Arizona State University Libraries.

2) User agrees to hold any personally identifiable financial information (e.g. credit reports) of ACC customers confidential and 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 users use of and access to the Collection, and all claims of violation of privacy rights of individuals represented in the Collection.

**Collection Retrieval:**

Patrons may request individual boxes from the Collection by completing call slips at the Luhrs Reading Room. Since certain portions of the Collection are stored in an off-site storage facility, requests for these materials will be retrieved to the Luhrs Reading Room within 2-3 days business days. Requests for more than six boxes or for Saturday retrieval will be negotiated on a case by case basis depending upon availability of staff and the size of the retrieval request.

**Collection Use/Photocopying:**

Patrons are limited to use of 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. Ask reference staff for instructions in marking materials for photocopying. All other Luhrs Reading Room policies (e.g. use of pencil) apply to use of the Collection.

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

(\_\_\_\_\_)\_\_\_\_\_  
Phone

RPS – 2007/01/22

Department of Archives and Special Collections  
Arizona State University Libraries  
P.O.Box 871006, Tempe, AZ 85287-1006  
480.965.3145 FAX 480.965.0776  
[www.asu.edu/lib/archives/](http://www.asu.edu/lib/archives/)