



**ACCESS AND USE AGREEMENT  
AMERICAN CONTINENTAL CORPORATION RECORDS COLLECTION  
DISTINCTIVE COLLECTIONS and ARCHIVES  
ARIZONA STATE UNIVERSITY LIBRARY**

Distinctive Collections and Archives (Distinctive Collections) 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 Distinctive Collections 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, Distinctive Collections, Arizona State University Library.

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:**

When access is granted, patrons may request individual boxes from the collection by accessing the [Ask an Archivist](#) form.

**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 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/rvsd – RDJ, 2018