



**ACCESS AND USE AGREEMENT: ARIZONA AFL-CIO RECORDS
ARIZONA STATE UNIVERSITY LIBRARY**

Distinctive Collections has implemented special procedures to protect the privacy rights of Arizona AFL-CIO members or beneficiaries 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 Arizona AFL-CIO members:

- 1) User agrees not to publish or publicly present any personal identifiable information (e.g. social security numbers, birth certificates, driver licenses) of Arizona AFL-CIO members or beneficiaries.
- 2) User agrees to hold harmless Arizona State University, the Arizona Board of Regents, and 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 accessing the [Ask an Archivist](#) form.

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. All other 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