

## **Hon. Peter W. Rodino, Jr. Archives**

### **Access Policy**

All visitors must observe the following rules, which are intended to protect the Archives and insure its preservation for future researchers. Failure to adhere to these rules will result in the researcher being denied further access to the archives. In addition, the law school reserves the right to seek recovery for any damage to items in the archives.

The researcher must present photographic identification in the form of valid Seton Hall University I.D., a current driver's license, or a valid passport. Such identification will be retained by the Archivist during the time the researcher uses archival material.

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Access to particular items may be denied when the physical condition of material warrants. Consult with the Archivist concerning these restrictions. In addition, the researcher must adhere to the following rules regarding use of the material:

- a.) Researchers may use only one folder from one box at a time, and must maintain the order of the items found in the folder.
- b.) Researchers must place these materials neatly back in the originating box in the order in which the folders were found.
- c.) Materials must not be marked, defaced, leaned on, altered, folded anew, or traced on. Materials are not to be placed in the researcher's lap or propped against the edge of the table. Book stands are available for use.
- d.) Consumption of food and/or beverages and smoking are prohibited in the Reading Room.
- e.) Materials may be used only in the Reading Room under supervision of the Archivist.
- f.) White gloves, which are available in the Reading Room must be worn at all times by researchers when handling material.
- g.) Use of ink by researchers is prohibited. Pencils are provided for writing notes in the research room.

Access to materials in the Archives is subject to certain privacy and other restrictions imposed by federal law. For further information as to what material is available, see [Privacy and Judiciary Committee restrictions for the Rodino Collection](#)\*\*\*\*

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For more information about our services please contact Dianne Oster, Archivist, by e-mail: [osterdia@shu.edu](mailto:osterdia@shu.edu), or phone: (973) 642-8195, (973) 642-8785.

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Appendix A

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