JET PROPULSION LABORATORY ARCHIVES RULES

The Archives allows researchers access to archival material, subject to restrictions. All JPL records are considered internal documents and must be reviewed and cleared for external release before they can be distributed to the public. Certain records are not available to foreign nationals.

Archival materials provided by the JPL Archives may not be further copied, published, or disseminated to any third party. It is your responsibility to assure compliance with this restriction. You are also warned: Archives materials may contain technical information that is controlled for export, publication, or disclosure to foreign nationals by the United States Government under either the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR). It is your responsibility to obtain the required export authorization, if any, from the Federal Government prior to export, publication, or disclosure of information to foreign nationals.

To apply for access to use archival materials, complete the Application for Access to Archival Material on the opposite side of this page. The following regulations govern a researcher’s use of the JPL Archives:

1. No smoking, food, or beverages are permitted in the research area.

2. Remove any notes or research tools from all briefcases, backpacks and other large containers before beginning to work. The Archives reserves the right to search any containers which are brought into the search room at any time.

3. Use a pencil or computer for note taking; do not use ink pens. Both pencil sharpeners and note taking paper are available.

4. Finding aids in the research room may be used without restriction by all researchers. Request archival materials from an archivist who will retrieve the materials for you. In the case of a request for several boxes or items, the archivist may provide you only a portion of a collection at any one time in the research room. When you finish with that portion, notify the archivist. The archivist will remove the items you have with which you have finished and retrieve any additional items you may request.

5. Do not mark, erase or otherwise change archival materials that are provided for your research use. Do not open bound materials so far as to damage their bindings. Maintain the archival materials in the order of arrangement in which you receive them; do not fold the materials. Return materials to the same folders in which they were filed.

6. Archival materials do not circulate and may not be taken from the search room. No facsimile, scanned or photographic reproduction of archival materials may be made without permission. However, arrangements for photocopying may be made by an Archives staff member; complete a Request for Photocopying form. Only checks or money orders are accepted in payment for photocopying.

7. Whenever possible, if Archives material is quoted, summarized, cited, reproduced or otherwise used, please use the credit “Courtesy of NASA/JPL/Caltech”.

8. Please deposit a copy of the published or distributed results of your research with the Jet Propulsion Laboratory Archives.