

## Reading Room Guidelines and Rules

Materials from the collections are to be used in the Reading Room only. These guidelines and rules are designed to ensure the safety and preservation of materials for future generations. You are welcome and encouraged to consult with the research room attendant about your research needs and clarification of procedures.

*Be advised, before going into the reading room:*

- Researchers must complete a registration form and present suitable photo identification, e.g. a drivers' license, before entering the reading room.
- Researchers may not bring the following items into the reading room: overcoats, raincoats, hats, or similar apparel; brief cases, suitcases, daypacks, purses, or similar containers for personal property; ink pens, notebooks, folders and other containers for papers not essential to the researcher's work requirements. Lockers are available to researchers for storing personal property during their visit. Locks are provided. Paper and pencils can be provided to researchers upon request.
- Researchers may bring in notes, references, lists of records to be consulted, and other materials if they are essential to the researcher's work. The reading room attendant must review all such materials and approve them prior to the researcher's entry into the reading room. Researchers may also bring laptops and tablets. Flatbed scanners and digital cameras may be used with the permission of the reading room attendant and can only be used without the flash.
- All equipment, personal possessions, and documentary materials are subject to inspection when the researcher enters and leaves the reading room.
- Smoking, food, chewing gum, and beverages (including water) are not permitted in the reading room.
- Talking on cell phones is not allowed in the reading room itself, but you are welcome to take a call in the lobby area.

*While in the reading room:*

- Please respect the fragile nature of the records. Researchers must exercise all possible care to prevent damage to the collections. Materials should not be leaned on, written on, folded anew, traced, or handled in any way likely to cause damage. Use pencil only. Under no circumstances may ink pens be used.
- Researchers should use one box at a time, one folder at a time, and one document at a time. Keep the materials in a folder in exactly the same order in which you receive it. If an item appears damaged, please alert the reading room attendant.
- Researchers shall not remove materials from the research room. Upon leaving, a researcher shall, if so requested, present for examination any briefcase, notebook, package, envelop, book, or other articles that could contain records.
- The use of photographic and other reproduction equipment is prohibited without permission from the reading room attendant. The reading room attendant will photocopy reasonable amounts of material for reference when photocopying can be done without injury to records and when it does not violate copyright restrictions. Slips of paper will be provided to mark items for photocopying. Supplying a photocopy is not an authorization to publish.
- The researcher assumes full responsibility for conforming to the laws of libel and copyright that may be involved in the use of any records preserved in the archives.