

## READING ROOM RULES

### Not Allowed

### Allowed

#### People, Food, and Drink

- Food, drink (including water), candy, gum
- Those disturbing other patrons
- Those with a valid patron card to use archival materials
- Those who have completed the Orientation

#### Clothing and Apparel

- Coats, jackets, sweaters with full-length zippers
- Hats, caps, scarves (outerwear)
- Purses, handbags, fanny packs, briefcases, suitcases, equipment bags, backpacks, boxes, containers of any kind
- Sweaters and sweatshirts (indoor wear)
- Religious head coverings, small silk or other indoor scarves
- Pocket-size wallets

#### Equipment

- Scanners
- Cameras, camcorders, tripods
- Cell phones (with camera turned off)
- Laptops

#### Notes and Related Materials

- Envelopes, notebooks, binders, folders
- Pens, markers, Post-it notes (unless stapled to the page)
- Research notes on loose paper or cards
- Research-related publications
- Pencils and mechanical pencils

#### Inside the Archives Reading Room

- Research guides to archival collections are available online. There are networked computer terminals and listening/viewing stations for patron use, as well as wifi access. You may not use a personal laptop to access Library & Archives' digital content.
- You are responsible for safeguarding the condition of materials brought to you. You may only handle archival materials with clean, dry hands. **Hand sanitizer** is available. You must wear provided **gloves** to protect photographic materials. You may not remove archival materials from the Reading Room under any circumstances.
- You may only open **one (1) box or publication** at any one time. You may remove, and open, only **one (1) folder** from a box at a time. Replace the folder with the provided **orange OUT card**. The folders in the box and the materials in the folder must be kept in the **same order** they were given to you.
- You may not mark, fold, or alter archival materials in any way. If folders in a box or pages in a folder appear to be out of order, missing, or damaged, alert staff. Materials should be **flat on the cart or table** at all times. Do not use archival materials as support for writing.
- You may take notes but are not permitted to copy materials in any manner. See the **Camera Use Form** for information on taking digital images of collection materials, and the **Application for Permission to Publish** for information on using archival materials in publications.
- Library & Archives staff cannot be asked to page additional materials for you during your visit that were not previously arranged for during the appointment scheduling process.
- All archival materials must be returned to the Archives Reading Room staff when you are finished using them, but no later than 3:30 p.m. **A staff member will assess that nothing is missing or damaged before you are allowed to leave.**
- The Library & Archives staff reserve the right to alter these guidelines as needed to best protect staff, collection materials, and the facility.