Guidelines for the Use of Special Collections & Archives

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Permission to consult does not carry with it permission to publish. Researchers must read these guidelines and sign the Application for Use of Special Collections & Archives prior to gaining access to materials. By doing so, the researcher agrees to the terms and conditions stated below.

READING ROOM GUIDELINES

1. Each researcher is required to complete and sign the registration form.

2. Archival material and rare books are to be consulted only in the Reading Room and do not circulate.

3. Coats, backpacks, purses, or any bags must be stored in the coat closet or lobby during your visit. Researchers may bring laptop computers into the Reading Room.

4. Eating and drinking are not permitted.

5. Only lead pencils may be used in the Reading Room.

6. Personal cameras may be used without flash.

7. Personal scanners of any kind may not be used.

8. To preserve our collections, materials must be handled with care at all times: do not lean on, write on, fold or handle materials in a way that may damage them. Tracing is not permitted.
9. Please remove only one folder from a box at a time and replace all materials in their original order.

10. Use of special formats or fragile materials may require special handling or additional consultation with the archivist or librarian.

11. Requests for scans should be presented to appropriate library staff.

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