

## **READING ROOM REGULATIONS**

The regulations outlined below are not intended to hamper research but to provide access to the collection in a manner which insures their careful preservation:

- 1. No fountain or ball-point pens, PENCILS ONLY**
- 2. Closed stacks; you are NOT allowed to browse**
- 3. You are required to sign a visitors' registration book prior to consulting material**
- 4. You will not be allowed to have bags, briefcases and purses while researching. Lockers are provided at the entrance to the Library where you can leave these items should you have them with you; laptop computers are permitted.**
- 5. Do not bring any materials that can cause harm. These include: food, drink, and ink in bottles**
- 6. Materials can ONLY be consulted in the reading room**
- 7. One unit (box, folder or volume) at a time**
- 8. You are required to preserve the arrangement of the materials: boxed materials should be replaced in their proper order**
- 9. Keep manuscripts flat when using**
- 10. Do not mark, trace, lean on or take notes on manuscript material**
- 11. Do not fold any page or attempt to straighten out creased or dog-eared pages**
- 12. Do not remove anything or alter the documents in any way**
- 13. Use of digital cameras is at the discretion of the librarian; flash photography is not allowed**
- 14. Photocopying is not allowed**
- 15. All references should be acknowledged**