

## Reading Room Rules

- Material will only be issued to registered readers.
- Food and beverages are prohibited in the Reading Room (including gum and candy).
- No archival material may be removed from the Reading Room. We reserve the right to inspect your belongings when you leave the Reading Room.
- Please wash your hands and avoid hand lotions, hand sanitizers, or creams prior to handling the records.
- Please leave bags, coats, and personal items in the designated area.
- Only pencils are permitted in the Reading Room. Do not annotate or mark the documents. Do not use sticky notes.
- Laptops, tablets, and smartphones are permitted in the Reading Room. As a courtesy to others, please set your devices to silent.
- Low-resolution photographs may be taken with permission from the Reading Room attendant for personal study or research.
- High-resolution cameras (including video) and personal scanners are not permitted without prior permission.
- Report any damage or accidents to the Reading Room attendant immediately.
- Permission to examine the records does not equate to permission to publish, reproduce, or distribute the records. Please ask the Reading Room attendant about copyright.
- No more than three items (boxes, volumes, etc.) will be issued at one time.
- Archival records are unique, and many of the printed items are rare; please handle them with care. Only remove one folder at a time, do not change the order of items within a file, or files within a box.
- Do not force open any bound items or pull apart stuck pages - ask for assistance.
- Do not place your computer or other electronic devices on top of any documents.
- Please wear cotton gloves when handling artwork, artifacts, and photographic and film-based (negatives and prints) records or as directed by the Reading Room attendant.
- Requests for photocopying are at the discretion of the Reading Room attendant and may be denied due to conservation concerns or donor restrictions.
- Requests for additional material, beyond what was previously arranged, will be at discretion and availability of the Reading Room attendant.
- Any researcher willfully damaging material or removing items from the Reading Room will be ejected and barred from further entry and research at The ArQuives.