To safeguard unique and valuable archival and manuscript material, researchers are requested to observe the following rules:

Registration
Researchers are required to sign in with the reading room attendant upon their first visit to the reading room, and to sign in at each visit.

Personal Belongings
Coats, books, purses, bags, briefcases, newspapers, umbrellas, and other personal items should be hung on rail pegs or stored in the desk drawers provided. Researchers may bring a laptop. Personal books and notebooks are allowed while working with secondary library materials but restricted while accessing rare books and special collections. No pens are allowed in the reading room. Pencil only. Pencils and loose paper will be provided upon request. Researchers are responsible for the security of equipment and other materials they bring into the facility.

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Water in lidded, tightly closed, spill-proof bottles is allowed to be stored in a designated area of the library, away from collection material. Food is not permitted.

Cell phones
Please refrain from using cell phones while in the library. Turn off or silence your cell phone and take all calls outside.

Research Equipment
A digital microfilm/microfiche reader is available for use by researchers. Findings may be saved to personal USB devices. Fees will apply for any copies or scans made by staff.

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Researchers may use either one volume or one folder at a time. In the case of manuscript or archival material, original order must be maintained. Do not remove items from a folder or shift the order of items in a folder.

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All materials must be handled with care. Hands should be clean and dry. Gloves will be provided when appropriate. Do not mark material or erase existing marks, use pens, markers or highlighters on or near our materials, fold, tear or cut documents, make tracings or rubbings, rest books or other objects on the surface of items, open unopened pages, or touch the surface of loose sheets or book pages if they can be handled by their edges. All material must be kept flat on the table or supported in a book supports provided by the archivist. Do not lift books, documents, photographs, or slides to the light. Magnifying glasses will be provided upon request. No book, papers, or other objects (except the special weights provided to hold books open) may be laid on the materials. Acid-free paper will be provided to mark places of interest in books and special collection materials. Do not use Post-it notes or regular paper. Do not make any marks on the material and do not open unopened pages.

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