

## **RESEARCH LIBRARY GENERAL POLICIES: What to expect when you visit**

### **CHECKING IN**

- At the front desk, you will be asked to sign in and pay your admission fee, unless you are a History Center member or otherwise entitled to free admission.
- First-time visitors will be asked to complete a research application form.
- Food, beverages and pets are not allowed in the Library.
- Briefcases, backpacks, bags, books, cameras, laptop cases and all personal belongings must be placed in the lockers provided.
- Patrons are allowed to take only pencil and paper to study tables. Please make the staff aware of any reference material you are bringing into the Library.
- Laptops may be used, but they need to be removed from cases. Cameras and scanners are not permitted. Mobile phones and pagers must be turned off - any calls received must be taken outside.
- *Patrons are requested to maintain reasonable quiet to avoid distracting others.*

### **RESEARCH**

- A member of our staff will be available to guide you through our research materials and provide whatever information you may need.
- When requesting material, researchers may be limited to one item at a time depending on the material.

### **COLLECTIONS CARE**

- Researchers are asked to respect the fragile nature of the research material and to handle it with care. Do not use post-it notes, fold pages, or mark or erase materials in any way. When taking notes, only pencil is allowed.
- The exact order and arrangement of materials must be maintained. When working, please note the order of materials in the box and in the folder, and maintain that order.
- Care must be exercised not to exert pressure on material used, such as by resting an arm on a document, page, map, print, newspaper or photograph, or by taking notes on top of the archival material.
- Cotton gloves will be provided and must be worn when handling certain photographic materials, such as negatives, slides or transparencies. At all times, please avoid touching the surface of the photographic image.

### **PHOTOCOPYING**

- Permission from the archivist is required to make copies. Requests for photocopying materials will only be permitted when such duplication can be done without damage to the materials. Some materials may be copied only by staff.
- There is a charge of 35 cents per copy for documents and a charge of \$1.00 per page for photographic materials.

### **INTERNET SERVICE**

- Internet service is available in the Research Library, but only for personal laptops.
- General access to the internet is not available on History Center computers.