



Policies and Guidelines for Use of Materials

Access and Security

- Access to the Center's collections is available to all with a research need for them. Completion of a registration form and presentation of a current photo identification is required. Please sign the reader registry on each visit.
- The stack areas are closed to the public, and all requested materials are paged by Center staff. Materials may only be used in the reading room and do not circulate. Call slips are available at the Reference Desk.
- Books and papers necessary for research may be used at the reading room tables. Loose articles of clothing, brief cases, book bags, or other personal property that is non-essential to research are kept at the reference desk. Laptop computers are permitted in the reading room, although cases and nonessential accessories should be stored reference desk as well.
- Exercise extreme care in handling manuscripts. Keep all materials flat on the table and in their original order. Kindly remove only one folder at a time. **DO NOT FOLD, LEAN ON, or REARRANGE DOCUMENTS.** Report any disorder of documents to staff. Patrons found to be careless in handling materials may be denied further access.
- **USE PENCILS ONLY.** No marks on materials may be added or erased.
- Only one box or book may be used at a time. Please sit facing the Reference Desk and keep material in clear view of the desk attendant.
- Materials are to be returned to the Reference Desk 10 minutes before closing time. All researchers must permit inspection of their personal research materials upon leaving the Center.
- The following items are prohibited around documents: food, drinks, ink pens, markers, highlighters, Post-it notes, and colored pencils. Do not place moist fingers on documents.

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- Requests for photocopies and photo duplications are subject to staff approval.
- Researchers must complete a photocopy request form. Copies are \$.30/page, up to 50 pages. Additional copies are \$.50 each, and additional fees may apply for oversized copies. Staff will instruct patrons on how to indicate material to be copied and will make all reproductions.
- Copies are not to be transferred to third parties or other institutions.
- Copies may be denied due to the condition of the material, the need to protect copyright, or because of other considerations pertaining to the material in use. All services depend on the availability of photocopier and staff assistants.
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