



## Research Library Rules and Policies

We are committed to working with you to make your visit to the research library as productive and enjoyable as possible. However, the nature of the items in our archives and collection require us to enforce certain rules and policies to protect the historical items in our care. Our rules and policies are in place to ensure the preservation, safety, security, and integrity of our collection so that these records and artifacts of our history can continue to be enjoyed by, and available for, future generations.

- If any of these rules and policies are not followed you may be asked to leave the research library
- No food, drink, or gum is allowed in the research library. Sealable water bottles are permitted.
- No bags or large coats are allowed in the research library. These can be stored and accessed in another location.
- Please handle all materials carefully and respectfully
- Follow any instructions given if an item requires gloves or other special considerations for handling.
- Please be respectful of others and keep voices and conversations to a reasonable level.
- No photography or use of personal copiers or scanners is allowed. If you would like a copy or a scan of an item, please ask for assistance, we are happy to help you. Making any unauthorized copies or scans is strictly prohibited.
- As part of this policy, please do not use your phone while in the research library, you are welcome to step away and go to another area if you need to use your phone.
- Do not mark, deface, or damage any materials in any way.
- Please keep all materials in the order that you found them and in their correct envelope and/or box.
- Please go through materials one envelope, box, or book at a time to keep them organized and separate.
- Please keep all materials on the table. Staff will replace and reshel items after your visit or by request. Do not place them on another table, the floor, a shelf, or anywhere they may be misplaced or disorganized.

- Do not remove any library or archival materials from the Research Library area or place any materials into a personal folder, bag, book, pocket, or conceal any materials at any time. All materials must remain in plain view and on the table throughout your visit.
- An appointment is required to use the research library. Appointments must be made and approved by staff at least 2 weeks prior to your visit.
- Please arrive for your appointment on time.
- Check in at the front desk and pay the research library use admission prior to entry
- On your first visit to the research library you must fill out and sign a research library use agreement, stating that you understand and will comply with all rules and policies.
- Appointments are made per individual, if you are requesting an appointment for more than one person it must be specified at the time of the appointment request. A use agreement form must be filled out and signed for each individual using the research library.
- Any children must be supervised by a responsible adult from their party at all times.
- All appointments and services are subject to staff availability.
- All photocopies and scans must be made by staff or specified volunteers.
- Archival materials are retrieved from collections/archival storage by staff and brought to the research library for researcher use. There is no browsing or access to the archives and collections storage areas.