



A Guide to the Reading Room

A Guide for Visitors to Our Reading Room



Pencils only



Clean, dry hands



Use book supports/weights

Welcome to the Rare Books and Special Collections Reading Room!

For all collections materials, please:

- Handle materials with clean, dry hands.
- Always use book supports and weights.
- Notes should only be taken in pencil.
- Never mark pages or write on paper laid on top of an item.
- Pages should be turned and maps or folded items opened slowly and carefully. Staff are here to assist you with any handling questions.
- Avoid touching the surface of text, illustration, or illumination on any page.
- Only acid-free flyers should be used as bookmarks; please ask staff for appropriate bookmarks.
- Material must be visible to staff supervising the Reading Room at all times.
- Material may be held for up to one week after your visit. Please consult with staff to place items on hold.

For archival materials:

- Please take only one box at a time to your desk and remove only one folder at a time.
- When using archival material, please maintain the exact order of folders in a box. Use acid-free bookmarks to mark your place. If you suspect an error in the arrangement of the material, please inform staff. Do not rearrange the material yourself.

Photography:

- Please speak to staff if you wish to take photographs or scans of any material.
- Readers are permitted to take photographs with small handheld cameras or cell phones or use the self-serve scanner located in the reference area.
- Readers are responsible for determining the copyright status of materials and obtaining permission from copyright holder(s) if they wish to use images for purposes other than for research and private study. Readers must read and sign a copyright agreement form for permission to photograph or scan any copyrighted materials.

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