

## Research Center Rules

These rules are in place to ensure our valuable collections are preserved and available for both today's researchers and for future generations of researchers.

### Use of Collections

1. Researchers must sign in and complete a registration form. **A valid photo ID must be presented.**
2. Free lockers and cubbies are provided for storing coats, purses and other personal items. No briefcases, bags, packages, backpacks, suitcases, laptop cases, three-ring binders, folders or containers/enclosures of any kind may be brought into the reference room. Only materials essential to note-taking (notepaper, laptops, etc.) may be used in the reference room.
3. The MHS is not responsible for lost or stolen items.
4. **Only pencils** may be used in the research room. Pens or ink of any kind are prohibited.
5. Food and beverages are not allowed in the research room.
6. Please turn off or silence your cell phone. Please take any phone calls outside of the research room.
7. **All personal items brought into the research room will be searched by MHS staff.**
8. All materials must be handled carefully. Gloves must be worn to handle photographs and other fragile items. For archival and photographic collections please use only one box and one folder at a time. Their existing arrangement must be preserved. Items must be turned in order and kept neatly in the folders. Do not take notes on top of the material. Please report any errors in filing rather than fixing them yourself.
9. Photocopying is generally allowed, however, **all materials must be approved for photocopying by a staff member prior to copying.** Staff will provide researchers with colored paper to flag archival materials for photocopying. When photocopying, **take the entire folder, not just an individual item,** to the desk for staff approval and then to the copier.
10. The use of any reproductions from materials in copyright is subject to fair-use provisions of Title 17, United States Code (see Copyright Notice on reverse).
11. The use of certain materials may be restricted. To protect its collections, the MHS reserves the right to restrict use of fragile materials.
12. **No materials will be retrieved for use after 4:30pm. No archival materials will be retrieved on Saturdays.**
13. The signed Patron Registration Form must be returned to the reference desk before leaving.

### Use of Digital Cameras in the Reference Room

Limited patron photography is permitted in the main Reference Room. Digital cameras are not allowed in the Photograph Archives Reading Room. We reserve the right to deny requests or revoke photographic privileges of users.

1. Photographs taken of collection items are for **reference purposes only** and may not be reproduced, shared with others, published, or posted on the web. Images for publication must be requested by submitting a Digital Image Order form and Permission to Publish form. Fees will apply.
2. Only digital cameras, SLR cameras of standard focal length, and mobile devices may be used; clicks and audible alerts must be disabled. No tripods, scanners, camera flashes, laptop cameras, SLRs with a larger than standard focal length lens, or special lighting are permitted. Users may not stand on chairs or rearrange furniture.
3. All materials must be handled carefully per staff instructions. Staff are available to assist you with this. Bound volumes must be supported in a book cradle; pressure must not be applied to bindings. Unbound material must remain in its original folder and be kept in order.
4. No pictures may be taken of the Reference Room, other readers, or the staff.
5. It is the responsibility of each user to keep complete and accurate citations (complete location information) for all items photographed. Subsequent orders for high-resolution images cannot be processed without this information. We strongly suggest that you write the Call Number and Page Number, Collection Number and Box/Folder number, or Item Number on the template provided to facilitate your record keeping.

**Please sign the Patron Registration form to acknowledge your agreement to these Rules.**

**COPYRIGHT NOTICE**

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