



Library & Archives Reference Room Rules & Policies

Visiting & Registration

- Patrons must store personal belongings outside the Reference Room. Free lockers are available, and staff will provide patrons with locks and keys.
- Patrons must present a valid photo ID and complete a Patron Registration Form on their first visit to the Reference Room each calendar year. They will receive a Research Card and must present it for each subsequent visit.
- Prior to leaving, patrons must present all notes, photocopies, and materials to staff for inspection.

Prohibited in the Reference Room:

- Food and beverages (including water); pens and markers; bags of any kind, including purses and laptop cases; coats and outerwear; notebooks, folders, three-ring binders, outside books and paper, and any enclosures; video calls or cell phone calls (please use the area outside the Reference Room or the Commons and not a museum gallery).

Allowed in the Reference Room:

- Pencils; laptops; headphones; mobile devices; cameras; USB drives; loose paper provided by staff.

Handling Guidelines

- Ensure your hands are clean prior to using materials.
- Use only one item at a time. For archival materials, patrons may have only one box on the table and must use just one folder at a time. Maintain the original order of documents and folders (File Out Cards are available from staff).
- Keep all items in plain view on the table. Foam cradles are available from staff to help support materials.
- Be gentle. Please use two hands to safely handle photos and fragile materials.
- Use only pencils to take notes. Do not take notes on top of materials.
- Avoid placing anything other than provided weights on top of collection materials.
- Gloves must be worn to handle original photographic materials or fragile items.
- Some materials may not be available due to restrictions or fragile conditions.

Copying, Scanning, and Photography

- Patrons must consult staff for approval prior to copying or photographing materials.
- Patrons may make copies of only one item or one folder of items at a time.
- Photography of materials is allowed without a flash.
- Patrons may only photograph or make copies of reference copies of photographic materials. Copying of original, vintage photographic materials must be done by staff.
- Staff reserve the right to deny permission to copy materials based on item conditions or restrictions.
- Staff members will remove staples or other fasteners for copying.
- Patrons may not take photographs of the Reference Room, other patrons, or staff.

Copyright

- Patrons assume all responsibility for conforming to laws of copyright, privacy, and libel applicable to the use of copies and images of collections materials.
- Staff reserve the right to deny permission to copy materials if creating copies may violate copyright law.