

Reading Room Regulations

All readers must register and show a photo ID to use the collections.

All outerwear, bags, and purses will be checked at the Reference Desk.

Eating and drinking are prohibited in the Reading Room.

Pencils only; no ink or colored pencils.

Laptop computers are permitted. Please see a librarian for wireless access.

Personal photography of library materials is permitted. Please see [Guidelines for Use of Personal Cameras](#) on the next page. Photocopying or scanning will be done by staff, and will be decided on a case-by-case basis, depending on the condition and size of the material.

Books and serials printed after 1820 are accessible in the open stacks and periodical room.

Materials published or created before 1820 are considered rare and will need to be paged. Readers will submit a call slip for each item individually. While multiple call slips can be submitted at one time, no more than three items may be used at a time. Library staff will stop paging items at 3:30pm.

Please handle all library materials with great care. No marks may be added to or erased from library materials; no tracings or rubbings may be made without specific written permission; no books, papers, or other objects may be placed on rare materials.

Library materials may not be removed from the Reading Room, nor may they be transferred from one reader to another.

Do not leave rare materials unattended at any time. Please check materials in at the reference desk during extended breaks.

Use of Personal Cameras

Researchers may take photographs of collection material for private study, scholarship, and research purposes only, and as permitted by the library staff based on physical condition, copyright law, and donor restrictions. Scanning or professional photography can be arranged for those materials that are deemed unsafe for individual photography.

While the library encourages the use of personal photography for study, research, and classroom use, images taken with personal cameras cannot be used for commercial publication. Please ask a librarian for an image reproduction agreement and fee schedule for publication.

The following guidelines ensure the preservation of the collection; the library staff can, at any time, revoke photography privileges if these guidelines are not followed.

Researchers must provide their own equipment.

Flash photography, tripods, and lights are not permitted.

Nothing may be placed on top collection materials except for a book weight provided by the library.

No marks may be added to or erased from library materials.

Monographs must remain in cradles provided by the library; manuscript or archival items should be kept flat on the table

Materials must be kept in the order in which they appear in folders and/or boxes.

Fastener should not be removed.

Researchers may not remove photographs or documents from enclosures.

Researchers may not under any circumstances stand on reading room chairs or tables, or move materials away from the reading room tables to obtain a better photograph.

Researchers may photograph only those materials that are currently checked out to them. They may not photograph materials checked out to other researchers.