



## **RULES FOR RESEARCH LIBRARY USE**

**Please help us preserve our materials  
by observing the following rules:**

- Researchers must make an appointment, through the Museum Manager, to use the Library and must present a reasonable explanation of their need to use the Library materials.
- Everyone must wash their hands before entering the Library.
- No food, beverages (including water bottles), or tobacco in any form are allowed in the Library.
- The only materials a researcher may bring into the Library are pencils (no pens, highlighters, correction fluid), loose paper (no notepads or notebooks), laptop or tablet (without case), camera (no case or tripod), & cell phone. All other personal belongings—including coats, jackets, hats, briefcases, handbags, backpacks, laptop cases, packages, etc.— must be left in the researcher's vehicle, left with staff on another floor, or (if there is space available) in locked drawers or cabinets within the Library.
- Researchers must provide a current photo ID upon registering and a copy will be kept with their Registration Form. If they do not have a current photo ID, they will allow their photo to be taken by staff, to be kept with their Registration Form.
- Researchers will read and comply with all rules of the Library including those regarding digital photography, use of materials, reproduction, security, and copyright.
- Paper and pencils are usually available upon request.
- Researchers are not allowed access to stacks or storage/file cabinets.
- A maximum of three books, or one container (box, folder, or envelope) holding multiple items, may be in use at the same time by the researcher(s). Ask for an Item Request Form and fill it out to obtain materials from the stacks.
- Materials from a container are to be maintained in the exact order they were when inside the container.
- Materials are to be kept flat on the table or on a book cradle; they may not be held in the hands or on the lap. Use 'snake' weights to hold pages open. Be very careful when turning pages, so as to avoid damaging them.
- Do not mark, mishandle or deface materials. Do not rest other objects on top of them. Do not write or trace on top of them.
- Photography using a camera, tablet, or cell phone must be done without flash. Personal scanners are not allowed. Refer to the Camera Use Policy for all restrictions.
- Reproduction of print materials is restricted and subject to the discretion of the Museum. Fragile, old, or large materials will not be photocopied or scanned. The Museum may refuse any reproduction request due to copyright concerns, material condition, or technical limitations. All photocopying or scanning of print materials must be done by staff and will be completed when staff are available. If staff cannot complete the reproduction request on the day of the researcher's visit, the copies will be mailed when complete. Researchers will pay copy fees and postage in advance. If copies are desired, ask for a Reproduction Request Form.
- Researchers will not remove Library materials from the Research Library without permission of the Manager, Librarian or Board.
- Researchers' materials and personal articles may be inspected each time they enter or leave the Library
- Researchers may be detained if suspected of removing, or planning to remove, materials from the Library without authorization. Researchers who have removed, or have attempted to remove, materials from the Library without authorization may be refused access to the Library in the future.
- A researcher may be refused future access to the Library if they have violated any of these rules.