

RULES OF THE ROOM

All activities are recorded by security cameras.
Food and drink are not allowed in the room.

We try to ensure researchers can use the materials in our care in an atmosphere that is welcoming and understanding of your needs. Please help us by following these rules.

- Researchers may request only **four** items at a time.
- Leave everything in the lockers at the front, including purses and laptop sleeves. No items may be left in lockers overnight.
- You may take to your desk only a laptop or tablet, camera (no flash), pencils (no pens), and paper for note-taking, which must be offered for inspection on leaving.
- Take all phone calls outside and turn your cell phone to vibrate.
- Sign our patron register and leave a photo-ID at the reference desk.
- Select the closest table to the front unless you need an electrical outlet.
- Face the front, one person per table.
- Do not block the reading room supervisor's view of your desk by placing boxes or books in front of your work area.
- Use care when handling items as they may be fragile. Book supports are available for delicate materials.
- Do not lean on, trace over, or place objects on top of materials.
- Have only one box on your table at a time and only one file folder out of that box at a time.
- When reading or imaging documents, **do not pick them up** but leave them flat on the table, in their original file folders, in the order in which you found them.

No retrieval or scanning of holdings within 15 minutes of closing.

Limit your scanning to fifteen minutes at a time if other persons are waiting to use the scanner.

On leaving, return this card for your photo-ID.