

# 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.

- Wash your hands before handling original documents and avoid perfumes, colognes, and scented products.
- Use a guest computer to fill out the online registration form.
- Leave a photo-ID at the reference desk.
- Leave all personal belongings in a locker, including **purses** and **laptop sleeves**. Do not leave items in the locker overnight.
- Take to your desk only a laptop or tablet, camera (no flash), pencils (no pens), equipment needed for health or accessibility concerns, and note-taking paper, which must be offered for inspection on leaving.
- Request four items at a time.
- 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 materials 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.
- Take all phone calls outside and turn your cell phone to vibrate.

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.