

Guidelines for Handling Special Collections Materials

1. Researchers are permitted one box or book at their table at a time. Carts are not permitted to be kept next to the tables.
2. Boxes must remain squarely on the table. Remove one folder from the box at a time and keep the folders in order in the box. Please use a place holder to mark the location of the removed folder.
3. Manuscript folders and items must remain on the table. Please keep documents neat and in order in the folder. Do not tap manuscript materials on the table; please neaten them with the tips of your fingers instead.
4. Do not remove items from folders. Acid-free paper slips are provided for researchers to flag items they wish to be duplicated, and correction forms are available at the desk if you wish to suggest changes to the arrangement or description of our materials.
5. Do not lean on or rest anything on top of collection materials. Special corner weights to be used with rolled manuscript material and snake weights to be used with rare books are available at the Reading Room desk.
6. Do not write, take notes, or place notepaper directly on collection materials and folders. Rubbings and tracings are not permitted.
7. Researchers must wear gloves when handling photographs or negatives. Gloves are available at the Reading Room desk.
8. No marks may be added or erased from collection materials.
9. Please do not remove staples, paperclips, or other fasteners from collection materials. Please ask Reading Room desk staff for assistance with removal of these items.
10. Researchers should return their materials to the Reading Room desk when leaving for the day, going to lunch, or whenever they are leaving the Reading Room for more than a few minutes.
11. All books must be used with a support cradle. Books must remain in the support cradle, which must remain squarely on the table.

12. Please do not use pencils or other objects as bookmarks. Acid-free paper slips for marking your place are available at the desk.

Please handle collection materials with care at all times.