

# Guidelines for Using Special Collections

## General Rules

- All briefcases, purses, coats, and other personal articles are to be deposited in the Archivist's Office.
- No food or beverages are allowed in the Reading Room. Smoking and gum chewing are not permitted.
- Use only pencils, and loose notepaper, when taking notes. Pens and notebooks are not allowed in the Special Collections Reading Room.

## Handling the Collection

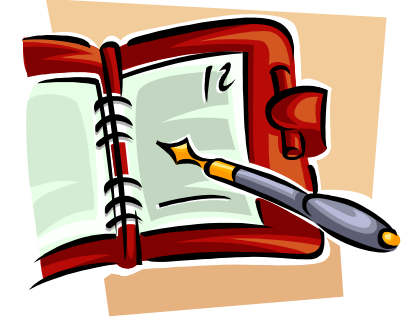
- Hands should be clean for handling of materials. Please avoid applying creams or lotions to your hands immediately before handling materials as the oils can transfer and cause considerable damage.
- Support bound materials by using a book futon or wedges.
- Never place an open book face down.
- Do not lean on books or documents.
- Never write or trace on books or documents.

- Be careful when opening books and turning pages; always lift the top corner of the page.
- Do not use paper clips, rubber bands, post-it notes, pencils, or any three dimensional object for place markers. Paper bookmarks are available in the Archivist's Office.
- Items in folders should be examined one at a time; please keep the items in order.
- No marks may be added to or erased from any material.
- Do not remove items from their clear Mylar sleeves.
- Cotton gloves must be worn when handling historic photographs.
- When using materials housed in special enclosures, please be sure to put them back in the same way. If you need help re-housing an item, please ask a staff person.
- If the item you are using seems too fragile to handle, please ask Special Collections staff to assist you.

## Ordering Reproductions

- If you wish to order a photocopy, slide, or photograph, fill out a request form. These forms are available upon request from the Special Collections staff. Please be aware that some items in the collection are too fragile to be copied. Photocopies may be limited or prohibited because of copyright or other restrictions.
- Permission to publish images or text taken from materials in Special Collections must be obtained from the Library Director.

*Thank you for your cooperation; following these rules will help us to preserve our collections so that researchers can continue to benefit from the information they contain.*



*The Special Collections Reading Room is open by appointment only. For more information, or to make an Appointment, please call (202) 806-8304.*

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