Positive identification is required of all prospective researchers. This includes institutional identification card, driver's license or passport.

All briefcases, binders, packages, notebooks, coats, computer or iPad cases, purses, and backpacks must be stored in the lockers located in the Archives.

Food and drink is prohibited in the Archives. Smoking is not permitted anywhere in the building. Please step outside the Archives reading room to make or receive phone calls.

**The use of ink pens are prohibited in the Archives.** Pencils, computers, cell phones, iPads, or recording devices may be used for taking notes. Scanners are not permitted. Researchers wishing to photograph unrestricted collection material must sign a Personal Camera Use Policy.

All materials are to be used only in the Reading Room.

Use only one box at a time. **Remove only one folder from a box at a time.** Use Out Cards available in the reading room to mark where the folder was removed within the box. Do not remove staplers or paper clips from the items. Do not fold, write on, or otherwise damage the papers. Please keep documents and bound volumes flat on the table. Please do not place items (i.e. laptops, books, on top of materials).

**Please do not re-organize materials within collections.** The exact order and arrangement of the materials in the collections must be maintained. If a mistake is discovered, please alert a staff member. Please ensure all sheets are straight and that no page edges protrude from the folder before returning the folder to the box.

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