

Reading Room Regulations

All readers must register and show a photo ID to use the collections.

All outerwear and bags (purses included) will be checked at the Reference Desk.

Eating, drinking, and smoking are prohibited in the Reading Room. Water bottles may be held at the Reference Desk for reader use.

Pencils only; no ink or colored pencils.

Laptop computers are permitted. Please see a librarian for wireless access.

Personal photography of library materials is permitted. Please see Guidelines for Use of Personal Cameras. Photocopying will be done by staff, and will be decided on a case-by-case basis, depending on the condition and size of the material. Please see librarian for photocopy charges.

Books and serials printed after 1820 are accessible in the open stacks and periodical room. Materials published or created before 1820 are considered rare and will need to be paged. Readers will submit a call slip for each item individually. While multiple call slips can be submitted at one time, no more than three items may be used at a time. Library staff will stop paging items at 3:30pm.

Please handle all library materials with great care. No marks may be added to or erased from library materials; no tracings or rubbings may be made without specific written permission; no books, papers, or other objects may be placed on rare materials.

Library materials may not be removed from the Reading Room, nor may they be transferred from one reader to another.

Do not leave rare materials unattended at any time. Please check materials in at the reference desk during extended breaks.