Policies

- All in-house researchers must sign the guest book, complete our user registration form, and show a personal ID.

- You may use one of the lockers outside the reading room to store personal items. Bags are not allowed in the reading room, only note-taking materials. Food, drink and smoking are prohibited.

- When handling documents and books, make sure you have dry, clean, hands; you must wear provided gloves when handling photographs, maps, and ephemera objects.

- Note-taking in pen is not allowed near archival materials, but you may use a pencil or portable computer; or capture images for note-taking and personal use with a digital camera or smartphone set to mute. Scanners are not allowed. Do not write on materials or take notes on top of materials.

- We do not make photocopies from original manuscript sources or from any bound materials. Please keep items with their original folders and boxes. Items should be requested and referenced according to their title and date, and their box and folder’s name and number.

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