



### **When you Visit the Library**

In order to provide an atmosphere conducive to study, reading, and the legitimate use of library materials and services it is expected that all users and library staff will act in a manner which is considerate of others. The use of cellular phones is discouraged. We recommend you leave the Library if you need use your cellular phone.

All library users must provide student I.D. or other identification.

All visitors are required to fill out a visitor form out each time the library is used.

No outerwear or bags are allowed; coats and bags must be checked in lockers.

The stacks are closed; material will be paged for your use.

The use of pens is prohibited; only pencils may be used.

The use of personal computers is allowed; permission is required for the use of tape-recorders, cameras, and other reprographic devices.

All photocopying and photographing is subject to approval.

### **Archival Materials**

In addition to the above mentioned requirements, use of archival material requires adherence to the following safeguards in order to protect unique and often fragile materials. Researchers are not permitted to photocopy archival materials. Requests for copies may be directed to the Reference Desk.

All material must be handled with care.

Only a limited amount of material may be used at one time.

The existing order of material must not be altered under any circumstances.

Papers must be kept neatly stacked within folders.

No marks are to be added to or removed from any item.

Notebooks or paper used for taking notes must never be placed on top of the archival material.

All materials must be returned to the Reference Desk at the end of the day.

Permission to examine material is not permission to publish. To request permission to publish, please [click here](#) to view our use policies and licensing forms.