

Arthur Porter Reading Room Rules

You must read and sign this document before being allowed access to Special Collection materials.

- 1. Use finding aids or the online catalog to identify the call numbers for all desired items.**
- 2. Up to three books may be requested at one time, but only one document box per request.**
- 3. Be prepared to surrender picture identification (Student I.D. Card, or Drivers Licence) to the attendant.**
- 4. Deposit backpack, briefcase, or other container with the attendant.**
- 5. Make notes in Pencil only.**
- 6. Patrons are welcome to use Laptop computers and P.D.A.'s but please no cell phones.**
- 7. Special Collection materials do not leave the reading room, and do not circulate.**
- 8. Please preserve the existing order of any unbound material, such as manuscripts or photographs. Exercise great care in handling fragile items. White gloves will be provided by the attendant while handling photographs and as needed.**
- 9. Reproductions are to be made only within the limits of applicable United States law, and only when such action will not harm materials. Copies/Scans are made by Special Collections Staff only. Not all duplication requests can be filled immediately. The curator's decision on what may or may not be copied or scanned is final.**
- 10. You must sign in and out each time you visit the reading room.**

I have read and agree to abide by the above rules and procedures

Name: _____ Date: _____