

GUIDELINES FOR SPECIAL COLLECTIONS

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READING ROOM GUIDELINES

1. Archival material and rare books are to be consulted only in Reading Room and do not circulate.
2. Eating and drinking are not permitted.
3. Pencils only may be used in the Reading Room.
4. Personal cameras may be used without flash.
5. To preserve our collections, materials must be handled with care at all times: do not lean on, write on, fold or handle materials in a way that may damage them.
6. Please remove only one folder from a box at a time. Replace all materials in their original order.
7. Use of special formats or fragile materials may require special handling or additional consultation with the archivist or librarian.

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APPLICATION FOR USE OF SPECIAL COLLECTIONS

Name: _____	Date: _____			
Email: _____				
Telephone: _____				
Institution: _____				
Status:				
<input type="checkbox"/> Student	<input type="checkbox"/> Faculty/Staff	<input type="checkbox"/> Alumni	<input type="checkbox"/> Public	<input type="checkbox"/> Visiting scholar

I request permission to examine the following materials: _____

Purpose for examining materials: _____

My signature is assurance that I have read the *Guidelines for the Use Special Collections* and that I agree to abide by them.

Signature: _____ Date: _____