

RULES FOR USE OF MATERIALS IN THE CLEMENTS LIBRARY READING ROOM

Hours:

9:00-10:00
10:00-10:15 tea
10:15-11:45
11:45-1:00 lunch
1:00-4:45

Store all personal items in lockers, and coats, hats, and umbrellas on the coat rack. Keys for lockers, borrowed for immediate use, are kept at the reception desk.

Only note-taking materials are allowed in the reading room. Library staff will inspect all items that readers take into, and bring out of, the reading room.

Food, beverages, and chewing gum are not permitted in the reading room or public rooms of the library, except at special scheduled events.

Normally, readers are permitted to use only three books or one manuscript box at a time. Exceptions, based upon particular research needs, must be approved by the curators. All requests for materials are made by filling out and signing order slips provided by the reading room supervisor.

Use only pencils when taking notes. Pencils and a pencil sharpener are available in the reading room. Under no circumstances are marks to be made on the original materials themselves.

Please handle all materials as carefully as possible. The staff will instruct users on the proper care of items. Any user who fails to observe curatorial instructions may forfeit the right to use the library's collections.

Use of laptop computers is permitted. The library's electrical outlets are limited, so use of batteries may be necessary. Computer cases must be placed in lockers before entering the reading room.

Access to and reproduction of materials are at the discretion of the library staff. Some items may be too fragile to handle. Materials which are "on deposit" but not the property of the library, unprocessed, or being restored by the preservation department may not be available for immediate use.

The library encourages full and free use of all its collections for research purposes. Users who wish to quote from or publish items from the collections in any format or public display must request permission in advance. A *Permission to Publish* form must be filled out by the reader and signed by the library director before such use is allowed.

The library makes every possible effort to accommodate all research visitors, but our facilities and our staffing are limited. The reading room has a maximum capacity of 8 to 10 persons, and the presence of a particular curator is often needed to provide service for certain portions of the collection. On very rare occasions, because of absences or meetings, the library closes its Reading Room on short notice. For these reasons, there are times when the Clements is not able to serve visitors or their particular needs.