

Reading Room Policies

Any collection of unique material requires special handling. The following policies and procedures are designed to provide you with the greatest possible access to the materials at the Presbyterian Historical Society while protecting and preserving those materials for future use.

PROTECTION AND CARE

1. Collections are maintained in closed stacks; please complete a call slip to request materials.
2. Use **one** box of records or **three** printed items at a time.
3. Use only pencil and paper or laptop computer for taking notes. No pens, markers, Post-it notes or adhesives are allowed.
4. Handle the materials with care:
 - Handle loose sheets or bound pages by their edges; avoid touching the surface as much as possible.
 - Support the spines of rare or fragile books (using foam supports provided by staff).
 - Use gloves provided by staff for handling photographs and other especially vulnerable items.
 - Avoid taking notes on top of archival materials or holding them in ways that will tear, fold, or otherwise damage them.
5. Maintain the existing sequence of records. Please remove only **one** folder from a box at a time. Use the placeholder provided by the staff. Keep the records within each folder in their original order. If materials within the folder appear to be out of order, please alert a staff member rather than rearranging the folder contents.
6. Please bring research materials to the reference desk for safekeeping during lunch or extended breaks.

PRESERVATION AND COPIES

1. Please speak with a reference archivist about photocopying and/or the use of digital cameras. Reproduction requests may be rejected on the basis of preservation concerns or U.S. Copyright Law. Please see the photocopy request form and/or digital camera use form for additional details
2. For some collections, we require use of microfilm copies in place of originals when microfilm copies are available and the originals are at risk. At the judgment of the archivist, you may be asked to print copies from available microfilm although the originals may be used for research purposes.
3. Hand-held scanners are not allowed in the reading room.
4. Do not place research materials on your lap, on chairs, or on the floor.

ADMINISTRATIVE MATTERS

1. Please silence all cell phones and pagers in the reading room.
2. Food, beverages, and tobacco of all types are not allowed in the reading room.
3. Use the coat rack near the lockers for your coat. All briefcases, laptop cases, book bags, camera bags, handbags, books, newspapers, and other personal belongings must be left in the lockers.
4. The society is not responsible for any valuables left unattended in the reading room.
5. Applicable laws regarding library theft are posted in the reading room.
6. Personal materials used in the reading room may be searched when you leave.
7. Staff may assign you a seat or ask you to move to another table.
8. The society closes to research at 4:15. Please allow time to return research materials, pay for photocopies, etc. Photocopying ends at 4:00. Retrievals end at 3:45.