

Please remove only one folder from a box at a time.

As you remove a folder from a box, use this out-card as a placeholder to mark where the folder belongs.

Thank you for returning this out-card to the Service Desk at the end of your visit.

HANDLING GUIDELINES

Help us preserve our collections for future researchers!

- **Handle all items with care.** Use two hands to safely handle photographs, fragile objects, or brittle paper.
- If taking notes by hand, please **use only pencils** in the Reading Room and classrooms. Extra pencils are available at the Service Desk.
- **Leave materials as you found them**, without adding or removing any mark or affixing anything to them.
- As you review collection material, be careful to **keep items in the order in which they were found**. If you think pages or folders are out of order, please consult a staff member before reordering them.
- **Open books only as far as they will open easily**, without force, including during photography. Special weights are available to keep books open, or rolled items flat.
- **Avoid placing anything other than provided weights on top of collection materials** to prevent damaging material or obscuring it from view.
- **Support material at all times** by resting it directly on the table or on foam supports, so materials do not need to support themselves.
- Please **keep all items in plain view** on the table rather than on your lap, on chairs, or on other surfaces.
- If needed, **ask staff to remove staples or paper clips**, open envelopes, or cut uncut pages.
- **Handle photographs by their edges** or within an enclosure and avoid touching areas with text or images.
- **Use nitrile gloves to handle fragile glass** plate negatives or lantern slides and ask us to show you how to carefully view fragile glass supports.
- Please **ask for permission from a staff member before making a rubbing** or tracing of collection materials.
- **Consult a staff member at any time** if there are questions about the above guidelines.

PHOTOGRAPHING OUR COLLECTIONS

- Cameras may only be used **without flash or tripod**. Please stand on the floor or sit on chairs to take pictures of materials. If you need assistance, consult a staff member.
- Please **keep materials flat on the table surface** when taking photographs.
- Please **keep all materials inside their plastic enclosures**, which protect them from damage.
- To respect privacy, please **refrain from photographing the reading room**, the lobby, staff members, or other researchers.
- If you have difficulty photographing an entire item while handling it gently, please **place an order** for photography at the Service Desk.

Please note: The Reading Room and other public areas are under constant video surveillance.