



Reading Room Regulations

Heritage Research Center

- ❖ All Researchers will be required to complete a registration form on their first visit, and to provide proper photo identification each visit.
- ❖ Pencils only must be used at all times while conducting research. If you did not bring one with you, it will be provided to you by the Reading Room attendant.
- ❖ All material must be consulted in the department Reading Room. No materials may be taken from the Reading Room without the express permission of the department Chair or the White Estate Branch Office Director.
- ❖ A separate request form must be completed for each book/periodical/EGW Estate item requested. If you will be consulting an archival/manuscript collection, a separate Research Application will need to be completed.
- ❖ All handbags, briefcases, backpacks, etc., must be placed with the Reading Room attendant for the duration of your time in the Reading Room. No personal items may be taken to the research tables.
- ❖ All material must be kept on the research table. Researchers must remain seated at the tables while consulting materials.
- ❖ Proper handling techniques must be observed when using materials from the collections. Book supports will be provided and their use is required. Clean, dry hands are required for paper; gloves will be provided for handling photographs of metal objects. Filed items must be replaced in folders in their original order. All materials must be returned to the Reading Room attendant after completing your research.
- ❖ Food and drinks are not allowed in the Department.
- ❖ It is not appropriate to bring children with you when you are here to conduct research. Please make child care arrangements for these times.
- ❖ All technical equipment, excluding laptop computers but including scanners, audio-visual recording devices, and photographic equipment may only be used with permission of the department Chair.
- ❖ A specific written request must be made for each duplication order. All requests for duplication of materials will be handled by department staff and will be completed in accordance with the U.S. Copyright Code. If it is believed that a particular request would violate the Code, the staff has the right to refuse the request. In addition to copyright concerns, it remains at the discretion of the staff whether materials can be safely duplicated due to age, value, fragility of the material, or other concerns. All requests deemed harmful to the original will be denied.