

READING ROOM GUIDELINES

The Drs. Charles V. and Dona C. Hamilton Institute for Research and Civic Involvement Reading Room is reserved for users of Archives and Special Collections materials in addition to visitors interested in the Library, which includes non-circulating rare and contemporary books. Because the vast majority of the organization's holdings are unique, rare, or extremely fragile, we ask patrons to help us preserve these materials for future patrons, scholars and visitors by following these special handling requirements:

Arrive at the Drs. Charles V. and Dona C. Hamilton Institute for Research and Civic Involvement Reading Room with clean hands, washed with only soap and water. Lotions and hand sanitizers are to be avoided before handling materials as they contain harmful residues.

All materials are non-circulating and must be used in the Drs. Charles V. and Dona C. Hamilton Institute for Research and Civic Involvement Reading Room.

No food or drink is permitted at any time.

All personal belongings, except those necessary for research (such as single sheets of paper, pencils, cell phones, and laptop computers unless otherwise noted), should be placed lockers. This includes coats, backpacks, three-ring binders, spiral bound notebooks, and laptop cases. The lock and locker will be issued by DuSable Museum staff.

All books must be used while seated. A staff member will provide you with the appropriate cradle and book weights (when needed) upon your arrival.

Manuscript, archival materials and rare books must lie flat on the tables; do not place items in your lap or hold them up. Do not rest objects or take notes on top of materials.

Magnifying glasses are permissible and available upon request.

Pens and highlighters may not be used--only pencils.

Nitrile gloves may be required to handle some of our materials, particularly negatives, photographs, metal objects, and prints. A staff member will provide you with these upon your arrival. Our gloves are both latex and powder free.

Photographs are not allowed; there is a strict protocol for following procedures which will be explained by the Archives staff. Personal copiers and scanners are not allowed.

Researchers are allowed to view five books at one time.

Researchers are permitted to use one box at a time---five boxes are allowed in a single day's request (refer to How to Request Materials document). Please take care to keep the documents in the file in the order in which you found them.

The use of cell phones (other than to text and document notes), and other digital media including but not limited to PDAs, and mp3 players are not permitted.

Cell phone conversations are not allowed in the reading room. We ask that calls are made in the main lobby or outside the Museum (weather permitting).

Anyone under the age of 14 must be accompanied by an adult guardian at all times while in the reading room.

These guidelines apply to all researchers and patrons, even if they are not using Archives and Special Collections materials (i.e. library books, interlibrary loan materials). If you wish to learn more about how these simple actions protect our materials, please ask the staff for more information.

Duplication

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Permission to publish or broadcast

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