



## Archive Collections Stephen B. Luce Library Procedures

The Archives Collections is available for use by appointment, subject to the rules listed below.

1. All readers are required to sign the register and present current photographic identification.
2. All coats, briefcases, bags, computer carrying cases, books, notebooks, etc. must be left at the library office and may not be brought into the Archives Room. Readers will only be admitted with pencil, paper, and laptop computer, and thus are encouraged to bring a minimum of other material with them.
3. Only pencils may be used in the Archives Collection.
4. Readers agree to wear protective gloves if requested to do so by the librarian.
5. No material may be removed from the Archives Room.
6. The librarian will retrieve and reshelve all items, and will present only one item at a time.
7. The attending librarian may halt use of materials at any time if these rules are not followed or if continued handling is injurious to the condition of an item.
8. Most items in this collection are extremely rare or irreplaceable. Readers are expected to use more than ordinary care in the handling of materials, and must avoid touching text. Readers are strictly prohibited from writing, scoring or otherwise marking materials.