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.

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**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.

- Eating, drinking and smoking are NOT allowed in the Special Collections Reading Room.

- 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.

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**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.