

**Archives & Special Collections
at the
Thomas J. Dodd Research Center**

READING ROOM POLICY

The McDonald Reading Room is a supervised area intended for the use of materials held by Archives & Special Collections. Rules and regulations governing the use of materials are designed to protect and secure the unique and irreplaceable documents held by Archives & Special Collections.

Proper handling will help preserve these materials for future research use. Please observe the following:

- Use pencils only
- No food or drink; including cough drops, candy and chewing gum
- No bags; including purses, laptop and camera cases
- No overcoats
- Keep your voice down in the reading room
- Set cell phones to mute or vibrate
- Keep your workspace tidy
- Make sure documents rest fully on the work surface
- Turn pages from the top of the document
- Limit handling of documents, do not write on or trace materials
- Do not fold pages
- Maintain the order of loose papers in folders
- Use paper markers to keep your place
- Use book cradles to support the spine of volumes
- Use weights provided to keep oversized documents in place
- Avoid placing anything else on the document (especially elbows)
- Use of camera flash and tripods may be limited; no use of additional lighting or supports, other than those supplied by staff

The staff would appreciate being notified of torn or very fragile items that should be removed for repair. If book pages are uncut, please notify staff and do not separate them yourself. Thank you.