



**CARL CHRISTIAN REINDORF ARCHIVES AND SPECIAL
COLLECTION UNIT**

Archives Policies & Procedures

This repository is reserved for users of Special Collections and Archival materials. Because the vast majority of the department's holdings are unique, rare, or extremely fragile, we ask patrons to help us preserve these materials for future scholars by following these special handling requirements:

- ✓ All non-ACI researchers must provide or have their photograph taken upon registration. This photograph will be stored in the special collections registration database that is available only to ACI Archives staff. A new photograph will be taken during the yearly registration update process.
- ✓ All non-ACI researchers must be registered before materials may be consulted.
- ✓ Arrive at the repository with clean hands, washed with only soap and water.
- ✓ All materials in this Archives are non-circulating and must be used in the Archives.
- ✓ No smoking, food, or drink is permitted in the reading room, including chewing gum.
- ✓ All personal belongings, except those necessary for research (such as single sheets of paper, pencils, cell phones, and laptop computers), should be placed in

lockers at the library front desk. This includes coats, backpacks, three-ring binders, spiral bound notebooks, and laptop cases. Legal pads and laptop cases will also need to be placed inside a locker.

- ✓ If the researcher desires to take notes on paper, it will be provided. Only graphite pencils may be used for note taking. One will be provided, if needed.
- ✓ Other materials may be brought into the reading room with permission and after examination by an Archives staff member. These materials will also be inspected after use in the reading room.
- ✓ Manuscript and archival materials 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.
- ✓ Pens and highlighters may not be used in the reading room--only pencils and laptops are allowed.
- ✓ 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 if required.
- ✓ Photographs are allowed in the Reading Room; however, there is a strict protocol for following procedures which will be explained at the Reading Room desk. Personal copiers and scanners are not allowed.
- ✓ Researchers are allowed to view five books at one time. Researchers may have one box, folder or volume at their reading table at a time. Up to 10 items can be requested for use at a time. Materials will be held for 5 business days, unless other arrangements are made.

Please take care to keep the documents in the file in the order in which you found them.

- ✓ Researchers may select any open seat in the reading room, but at the discretion of the staff, some materials must be used at specific locations.
- ✓ As a courtesy to other researchers, please refrain from loud conversations or dictation, and silence all electronic devices. Researchers must leave the reading room to make or receive telephone calls.
- ✓ Researchers must remove all personal belongings from the department at the end of day. Any personal materials, including laptops, which were inside the archives, will be inspected by a staff member when a researcher leaves for the day. We reserve the right to search any notes or personal belongings at any time.
- ✓ Special exceptions may be made by the staff on a case-by-case basis and are not applicable to other researchers or future visits

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