HANDLING OF MATERIALS:
Materials must be handled with care. Please do not:

1) Make any marks on material or erase existing marks;
2) use fountain pens, felt tipped pens, or similar writing instruments;
3) write notes on top of material;
4) fold, tear or cut documents;
5) make tracings or rubbings;
6) rest books or other objects on the surface of items;
7) touch the surface of loose sheets or book pages if they can be handled by their edges;
8) apply paper clips, fasteners, tape, "post it" notes or rubber bands.

CIRCULATION:
No archival material circulates, so all material must be used in the Reading Room. Exceptions may be made for offices or persons requiring the use of material they have transferred/donated to the Archives provided they have prior approval of the Archivist.

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To safeguard the integrity of archival documents, the original order must be maintained by:

1) Requesting only one fonds (collection) at a time.
2) Using only one folder from a box at a time.
3) Maintaining the existing order of material within each folder and box. If there is any doubt as to the order please notify the room attendant.

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**SMOKING, EATING AND DRINKING.**
Smoking, eating and drinking is prohibited in the Reading Room and the carrels.