

Regulations for Collections Use

These regulations are intended to help ensure a pleasant research environment and to safeguard our collections. Please initial each item to verify that you have read and understand it. Thank you for your cooperation.

1. Courteous and respectful behavior is expected toward staff and other patrons.
2. Cell phones must be on silent or vibrate mode. Kindly exit the library to use your phone.
3. To preserve collections material, food and drink are not permitted in the reading room.
4. Personal materials including purses, briefcases, bags, knapsacks, etc., must be placed in a locker and are subject to inspection. Outerwear and hats must be hung in the coatroom.
5. Notes may be taken only with pencil or personal computer; pens or highlighters are not allowed in the reading room. Patrons may use personal digital cameras. **Portable scanners are not permitted. No external drives may be used to download information from any library computers.**
6. Please do not make marks on materials, or take notes on top of materials; please no tracing, and do not place books or other objects on top of materials.
7. Original archives, manuscripts, rare books and other special collections material must be used at the designated table and are the only materials permitted for use at that table. Do not leave materials unattended at the reserved table. Please notify a staff member when you are finished using rare materials and return them to the reference desk.
8. You must wash your hands before using any archival material. Cotton gloves (provided) may be worn when viewing manuscripts or objects.
9. Existing arrangement of unbound materials must be preserved at all times; advise staff of any materials you believe to be out of order, but do not change the order.
10. All LancasterHistory.org collections material must remain in the reading room or other space designated by a staff member.