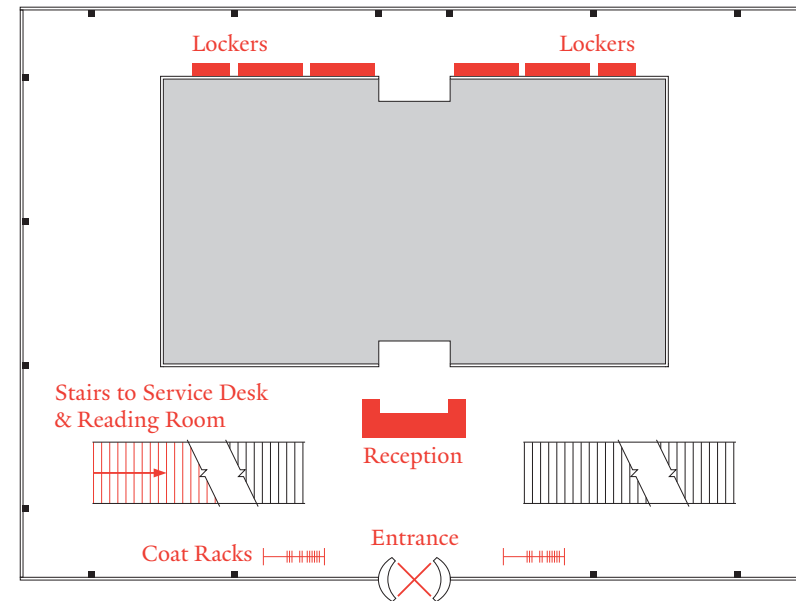
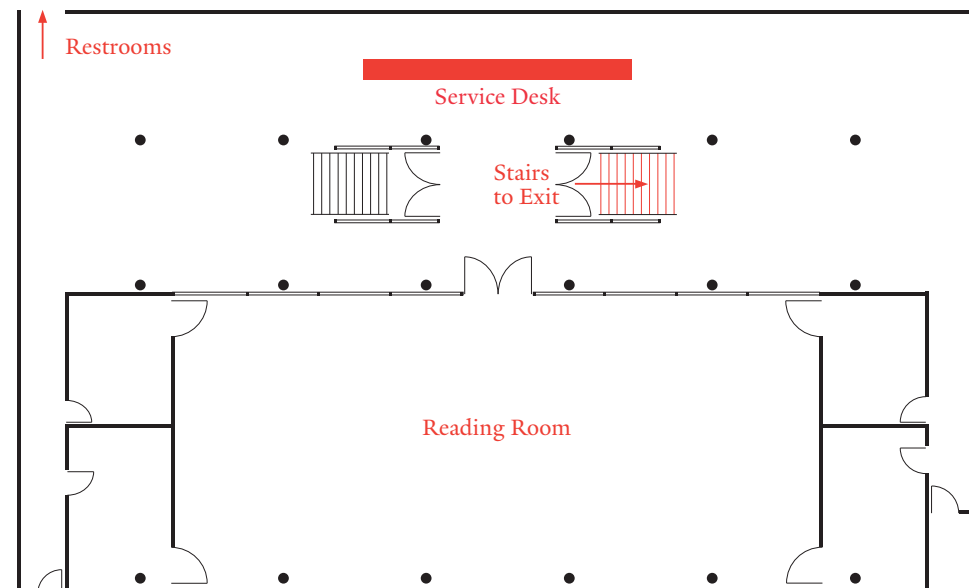


Getting around the Beinecke Library

GROUND FLOOR



COURT LEVEL



We are here to help!

Our public services staff are here to help you locate and access the materials you need to conduct your research. We are always happy to answer any questions you may have about using Beinecke Library collections, handling materials in the Reading Room, or navigating the building. When in doubt, ask us for help!

Beinecke Rare Book & Manuscript Library
121 Wall Street, New Haven, Connecticut 06511

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Yale *Beinecke Rare Book & Manuscript Library*

BEINECKE RARE BOOK & MANUSCRIPT LIBRARY

RESEARCH



RESEARCH AT BEINECKE LIBRARY

Welcome to the Beinecke Rare Book & Manuscript Library. We're glad you're here. This pamphlet contains some basic information to help your visit with us be as productive as possible. If you have any questions during your time here, feel free to ask any of the staff.

Conducting Research

1. Begin by stowing your belongings in a locker, located behind the book tower.

Pencils, loose-leaf paper, laptops/tablets, cameras, and cell phones on silent are welcome in the Reading Room and classrooms.

Please leave all other items in the lockers provided.

2. If this is your first visit, bring along one of the following forms of picture ID:

Yale ID or passport

or government-issued picture ID *and* one additional piece of ID

3. Once you have stowed your belongings, you can proceed down the stairs to our Reading Room Service Desk.

If you have not yet registered in our online system or requested your research materials, you will need to check with our staff about the availability of your items.

4. Introduce yourself to a member of our public services staff and we will help you get started!

Reading Room Guidelines

Welcome to the Beinecke Library's Reading Room. Here are a few things to keep in mind as you conduct your research.

- Rare books and manuscripts may be **consulted only in the Reading Room**. Groups may request to use a consultation room at the Service Desk.
- Material is best handled with **clean and dry hands**. Oil from our skin, moisturizers, or other products may damage materials.
- Make time to finish food, gum, candy, cough drops, and beverages (including water) before arriving at the Beinecke Library as **food and beverages are not allowed in the building**.
- Please **keep all items in plain view** on the table rather than on your lap or another surface.
- Use only the weights we provide to keep items open.
- Please **use only pencils** in the Reading Room and classrooms. Extra pencils are available at the Service Desk.
- Leave sweaters or scarves in lockers or wear them in the Reading Room, keeping tables and backs of chairs clear of any outerwear.
- Please **be mindful of others working quietly**. Let us know if you would like to use a consultation room for collaborative work or conversation.
- Cell phones are helpful for taking pictures but please keep phone calls out of the Reading Room. Please **set phones to silent or vibrate**.
- **If you need to leave the Reading Room for longer than 15 minutes**, please bring your items to the Service Desk. We'll keep them on hold for you until you return.
- **Didn't have time to finish today?** We'll keep items on hold for up to one week at our Service Desk.
- All items used in the Reading Room will be inspected upon departure.
- Please ask a staff member if you have any questions. **We are happy to help!**

Photography in the Reading Room

- Small, handheld cameras, tablets, or cell phones without flash may be used to take pictures. Larger cameras must be approved by public services staff.
- We encourage patrons with cameras to use a wrist or neck strap to prevent dropping the camera.
- Some material may not be photographed due to physical condition or donor restriction. The final determination will be made by public services staff.
- To respect privacy, please refrain from photographing the reading room, the lobby, staff members, or other researchers.
- Scanning services are available; inquire at the Service Desk for details.
- All items in Beinecke collections may be subject to copyright protection. Please see our website or inquire at the Service Desk for more information.
- Please refer to handling guidelines when photographing our collections.

Connecting to the Internet

The Yale Guest wireless network is available to all non-Yale affiliates. Once you have connected, open a web browser and click "I agree" to the terms and conditions. Yale University also participates in Eduroam: www.eduroam.org

We have computers available on the Court Level to access Yale's licensed resources.