

## Library Rules

- Briefcases, purses, backpacks, coats, and other personal belongings must be placed in the lockers in the lobby.
- No food, gum, candy, or drink is permitted in the reading room.
- Silence all electronic devices.
- Visitors to the reading room must *always* ensure they have clean hands before handling materials.
- Pencils only.
- Materials may not be transferred from one researcher to another.
- Materials may not be leaned on, written on top of, or have objects placed on top of them. Supports and weights are available as necessary.
- All bound material must be used with a book cradle.
- The Phillips Library reserves the right to inspect personal materials used in the reading room before they leave the premises.
- Some manuscript materials may be governed by special restrictions, including the physical condition of the manuscripts, and whether microfilm or printed copies are available.
- Researchers using manuscript collections will be limited to one folder or volume at a time.
- Manuscripts must be maintained by the reader in the order in which they are received. If errors of arrangement or identification are noted, please inform the librarian.
- Materials will not be paged within a half hour of closing time.

## Copyright Notice

- **It is the researcher's responsibility to satisfy copyright requirements for any re-use of material.**
- Photography of library materials is allowed. Restrictions may apply. Please see a librarian for details.
- Photocopying is available at the discretion of the librarians. Bound items will not be photocopied.
- Photocopies and personal photography are for the reader's personal use only, and may not be published, recopied, or deposited in another library.
- Permission to publish any part of any manuscript must be requested in writing to the Phillips Library.