Regulations for Use of the RSABG Archives

The objects housed in these collections are noncirculating materials. Some of them are in fragile condition and to a great extent irreplaceable, hence certain precautions are necessary.

1. All briefcases, purses, coats, and other personal articles are to be deposited outside the reading room.
2. Please sign in and out in the daily visit log each day when entering and departing. All papers must be inspected upon departure.
3. No food, beverages, smoking, pets, or animals are permitted in any area of the Archives. Children under 12 must be accompanied by an adult and supervised at all time.
4. Hands should be clean for the handling of materials. Please avoid applying creams or lotions to your hands immediately before handling materials as the oils can transfer and cause considerable damage.
5. Use only pencils when taking notes.
6. Do not lay paper or cards on an object when writing notes. This practice leaves an impression that will shorten the life of the material.
7. Use the proper book supports if supplied by the Archives staff to support volumes. Use a snake or other approved means of holding an item open.
8. Do not lay books open face down, or employ harmful bookmarks such as pencils, rulers, other books, etc. Broken spines and torn pages are the result of such treatment.
9. If paper slips must be used as bookmarks, please take extra care to remove all of them before returning the material. If left inside, they put a strain on the spine and can eventually cause discoloration of the paper.
10. Do not attempt to open uncut pages in a book. Please consult the archivist in each case.
11. Do not rearrange the order in which materials are delivered to you. No marks may be added to or erased from any material.
12. Do not make tracings or rubbings of archival material without specific permission and assistance from the archivist.
13. While material from these collections is in your hands, it is your responsibility. Please respect it and handle it with care.
14. Do not photocopy material without first asking the Archives staff. Some material is too fragile to be photocopied or requires special handling. The Archives reserves the right to refuse photocopying requests.
15. The Archives reserve the right to inspect all research material and all personal articles before a patron leaves the area.
16. Use of materials may be restricted by donor request, if in poor physical condition, to protect personal privacy or legitimate proprietary rights, to maintain reasonable administrative confidentiality, or if unprocessed.
Researcher Name

Researcher Signature