



Regulations for Use of the California Botanic Garden 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. Researchers wishing to use the archive collections are required to make an appointment. Upon their arrival, they will sign in at the front desk and provided a visitor's badge for the duration of their visit. The badge should be returned upon their departure.
2. Food, beverages, smoking, pets, or animals are not permitted in any area of the Archives. Children under 12 must be accompanied by an adult and supervised at all time.
3. 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.
4. Use only pencils when taking notes.
5. 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.
6. Use the proper book supports supplied by the Archives staff to support volumes. Use only approved means of holding an item open.



7. 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. 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.
8. Do not attempt to open uncut pages in a book. Please consult the archivist in each case.
9. Do not rearrange the order in which materials are delivered to you. No marks may be added to or erased from any material.
10. Do not make tracings or rubbings of archival material without specific permission and assistance from the archivist.
11. While material from these collections is in your hands, it is your responsibility. Please respect it and handle it with care.
12. 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.
13. The Archives reserve the right to inspect all research material and all personal articles before a patron leaves the area.
14. 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.