



Brooklyn Collection Reserve Room Use Policy

Welcome to the Brooklyn Collection. The Reserve Room is our special collections area and is only available to patrons using Brooklyn Collection materials. Please comply with the following policies while using the Reserve Room.

- All large bags and coats must be checked and stored in Reserve Room lockers.
- This is a quiet area. Please use headphones and keep conversation to a minimum.
- Absolutely no food, drink, or chewing gum is permitted in this area.
- Only pencils are to be used in this area. Pens are not permitted. If you need to borrow a pencil, ask the librarian on duty.
- Archival materials are to be used one folder at a time. Please replace each folder in order before removing the next folder. Cards will be provided to mark the folder's location while you use it.
- This is not a browsing area. Please only use the material you have requested. If you would like to look at something else in the room, ask the librarian.
- Gloves must be worn when handling photographs. The librarian will provide gloves as needed.
- If an appointment has not been made in advance, some materials may be unavailable for use, as many of our archival materials are stored elsewhere.

Photography Policy

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