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- 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.

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