

Amice Calverley Research Room Policy

1. **No food** or **beverages** of any kind may be consumed in the research room.
2. Archival materials the book collections are **non-circulating** and must be consulted only in the research room.
3. Please use **pencils only** in the research room in order to avoid damage to the materials.
4. When using archival material, please maintain the exact order of folders in the box and of items within a folder. If you suspect a mistake in arrangement, do not rearrange the materials yourself, please call it to the attention of the archivist.
5. Please practice care to prevent damage to archival materials. Do not write on, lean on, fold anew, trace, or handle materials in any way that will inflict damage. Notify the research room assistant if anything is in need of preservation attention.
6. Please use gloves when handling photographs and/or other fragile materials as directed by the archivist.
7. Reproductions **will be done** by the research room assistant.