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READING ROOM PROCEDURES FOR PATRONS

These procedures are intended to provide equitable access to Collection materials in a manner that ensures their preservation. While working in the Cowles Reading Room, please adhere to directions given by the Reading Room staff and observe the following:

1. Only registered researchers may have access to collection material. Registered Readers will wear a daily pass and will identify themselves to the staff member in the Reading Room before beginning any research.
2. Readers are required to leave all personal property in lockers provided for that purpose. Oversize items, which cannot fit in the lockers, must be left with the public services assistant in the reading room.
3. With permission of the archivist, Readers may bring materials for reference into the Reading Room.
4. Pens, indelible pencils, and note pads or other personal papers are not permitted in the reading room. The Collection provides the Reader with 8 1/2" x 11" loose paper and pencils for note taking. We also permit the use of loose note cards up to 5" x 8", laptops, cameras, and tape recorders for note taking. Any carrying cases must be left in the lockers.
5. Readers may browse the bookcases on the first floor, but we limit access to the mezzanine to the staff of Manuscripts and Archives. Aside from the materials located on the first floor of the reading room, all materials must be paged for researchers by the Collection staff.
6. Readers will submit a call slip for all materials, including those they remove from the shelves on the first floor.
7. Readers may select any open seat in the Reading Room, but at the discretion of the staff, some materials must be used at the reading table closest to the Reading Room counter.
8. Readers may have one box or volume at their reading table at a time and no more than ten boxes or volumes in the reading room.
9. Because materials are unique and can be fragile, Readers must handle them with great care. They may remove only one folder from a box at a time and they must maintain the original order of the folders in the box and materials in the folder. If materials appear to be misfiled or if there are other questions about the proper handling of materials, please consult a staff member. Materials may not be removed from folders for any reason. No marks may be added or erased, and no tracing or rubbing is permitted.
10. Collection materials are non-circulating and may not be removed from the Reading Room for any reason without prior authorization.
11. Readers should rewind any microfilm or audio or videotapes used before returning them to their cases.
12. When Readers are finished with items, they should affix a completed blue Return/Hold slip. If a Reader plans to return to continue using the material, s/he may ask that the item be held for a limited period of time by noting that on the slip.
13. As a courtesy to other Readers, please refrain from loud conversations or transcribing and turn the ring off cell phones. Readers must leave the Reading Room to make or receive telephone calls.
14. Readers needing reproductions of finding aids or items in the Collections should speak with the public services assistant in the Reading Room. We reserve the right to refuse to reproduce an item when such reproduction might cause injury to it or when donor or copyright holder restrictions apply.
15. Readers leaving the reading room must show the reading room assistant any materials they are taking with them. We reserve the right to search any notes or belongings.
16. Researchers must remove all personal belongings from the department at the end of day and return the daily pass to the staff member in the reference center.

APPLICATION TO EXAMINE

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I have read and agree to the terms governing use of departmental holdings.

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ACCN <u>2002-M-051</u> Series _____ Box # <u>29</u> Folder # <u>"LASCAUX TO BROOKLYN"</u> Date of item _____	Description of Item: <u>FISHERMAN'S BUOYS</u>	
Internal Use Only	Negative Number (if exists) _____	Internal File Name _____
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ACCN <u>2013-M-031</u> Series _____ Box # <u>6</u> Folder # _____ Date of item _____	Description of Item: <u>CACTUS SLIDE B+W? OF PAGES FROM LASCAUX TO BROOKLYN</u>	
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Yale University Library

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If you have any questions, please do not hesitate to contact us.