

Haverford College Quaker & Special Collections  
Reading Room Policies  
5/26/2011

Haverford College Special Collections strives to provide excellent service to all our researchers. In an effort to balance access with preservation and security, we require you to register and to affirm that you will abide by the following policies.

1. You will be asked to register each time you visit Special Collections. Registration records are confidential but are retained indefinitely.
2. You may pull open-stack books and periodicals from the shelves yourself. All other material will be paged by staff and must be used at a table in the Reading Room.
3. Legible call slips must be filled out for every item requiring paging.
4. You may bring into the Reading Room paper, pencil, a laptop, and a digital camera. All other belongings should be secured in one of our lockers.
5. Food and drink are not allowed in the Reading Room.
6. Please wash your hands before handling materials. We require the use of cotton gloves only for handling photographs.
7. We ask that you follow our instructions in the proper handling of material.
8. In most circumstances, you must use one item at a time (one manuscript, one book, one document box, etc.). Please ask if you believe you have a legitimate need to see multiple items at once.
9. Paged material may not leave the Reading Room without the permission of Special Collections staff.
10. Please inquire about whether material may be photocopied, photographed, or scanned.

I affirm that I will abide by these policies while using materials of Haverford College Special Collections.