

As a user of the Quaker & Special Collections reading room, I agree to:

- Use materials in the reading room only.
- Sign in each day.
- Keep all personal belongings, food, and drink in a locker while I am working.
- Have only pencil and paper, laptop, tablet, camera, phone, and reference materials at my table.
- Turn off the flash for any cameras or phones being used for photography.
- Follow instructions from the Quaker & Special Collections staff on handling materials and use any provided supports.
- Recognize that I can use only one book or one box at a time.
- Keep manuscript and archival materials in the order in which they are received. To assist with this, we ask that researchers work with one box and one folder at a time and use a provided placeholder card to keep track of the sequence of the folder within the box. Folders and their contents must be kept flat on the table.
- Silence all electronic devices so as not to disturb other patrons, and not make or receive calls in the Reading Room.
- Understand that the Reading Room is monitored both in person and by camera, and that I will be recorded while in the room.
- Recognize that materials may be covered by copyright; it is my responsibility to gain permission and copyright clearance for any materials I plan to use in publications.

Signature _____