

William Ready Division of Archives and Research Collections

Reading Room Rules

Use of the Reading Room

- The Reading Room is reserved for researchers accessing our collections.
- Food and drink are not permitted in the Reading Room.
- Photo identification must be presented when materials are requested.
- Bags, briefcases, etc, must be kept on the floor or at the coat rack. Coats should be placed on the coat rack.
- Noise must be kept to a minimum. Cell phone calls and the playing of music, etc., are not permitted.
- Researchers and visitors may not enter staff-only spaces—including workrooms, offices, or storage areas—or move behind the service desk unless invited by a staff member.

Use of the Collections

- Researchers may not remove materials from the Reading Room.
- Care must be exercised in handling all materials—pages may not be folded; material may not be written on; material may not be used to support other material; etc.
- The order of folders in a box, and items within a folder, must be maintained.
- Researchers may not use pens in the Reading Room. Notes may be taken in pencil or on laptop computers. Outlets for laptops are available at each research table.
- In most cases, digital cameras may be used to make copies of documents. Please consult staff for details. Use of personal scanners is not permitted.
- Many of the items in our collections, including unpublished archival materials, are protected by copyright. Permission to use these materials for research or study does not include permission to publish.

Bertrand Russell Archives

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