

William Ready Division of Archives and Research Collections

Reading Room hours: Monday to Friday, 10:00 a.m. to 4:00 p.m.

Welcome to our reading room! Please help us preserve our collections and create a respectful research environment by observing the following:

Use of the Reading Room:

- The Reading Room is reserved for the use of researchers accessing our collections. Use as a general study space is not permitted.
- Food and drink are strictly prohibited.
- Photographic ID must be presented when you receive material in the reading room. Your ID will be held at the service desk until all materials are returned.
- No bulky items may accompany you as you use the collections. Bags, briefcases, laptop cases, and coats must be placed on the coat rack.
- Noise must be kept to a minimum. Loud group work, telephone calls, audible playing of music, etc., are not permitted.

Use of the Collections:

- Researchers may not remove materials from the Reading Room.
- Researchers may not use pens in the Reading Room under any circumstances. Notes may be taken using pencil and paper or portable electronic devices only. Outlets for such devices are available at each research table.
- The utmost care and respect must be exercised in handling all materials. For further details, please refer to our “Handling Special Collections Materials” guide.
- In most cases, digital cameras may be used to make copies of collection materials. Prior to any photography, users **must** complete a copyright waiver – ask staff for details.
- Many of the items in our collections, including unpublished archival materials, are protected by **copyright**. Permission to copy these materials for research or study does **not** include or imply permission to publish them.
- We reserve the right to deny any copy request on the grounds of copyright restrictions or other reasonable factors that, in the judgment of the staff, prevent us from allowing copies to be made.