

## Guidelines for Use/Handling of Print Materials

University Archives  
& Special Collections  
Beulah Williams Library



northern *State* university

### General Rules

- Do not bring purses, briefcases, backpacks, etc., into the reading room. Please leave these items in the office entry area. Please hang coats in office entry area.
- No food or beverages are allowed in the reading room. Smoking and gum chewing are not permitted.
- Please use only pencils for taking notes. Pens should not be used in the reading room.

### Handling the Collection

- All materials should remain in the order in which they are received. Remove one item at a time and return it to the original position in the folder or collection.
- Please make sure that your hands are clean.
- Support bound materials.
- Never place an open book face down.
- Do not lean on books or documents.
- Never write or trace on books or documents.
- Be careful when opening books and turning pages; always lift the top corner of the page.
- Do not use paper clips, rubber bands, post-it notes, or any three dimensional object for place markers. Paper bookmarks are available from the University Archivist.
- Items in folders should be examined one at a time.
- Do not remove items from their clear Mylar sleeves.
- Cotton/nitrile gloves must be worn when handling historic photographs.
- When using materials housed in special enclosures, please be sure to put them back in the same way. If you need help rehousing an item, please ask a staff person.
- If the item you are using seems too fragile to handle, please ask Archives staff to assist you.

### Ordering Reproductions

- If you wish to order a photocopy, slide, or photograph, fill out a request form. These forms are available upon request from Archives staff. Please be aware that some items in the collection are too fragile to be copied. Photocopies are limited to one fourth of the box being viewed (subject to discretion of University Archivist).
- Permission to publish images taken from materials in the Archives must be obtained from the University Archivist.

Thank you for your cooperation; following these rules will help us to preserve our collection so that researchers can continue to benefit from the information they contain.