

Reading Room Policy Overview and Acknowledgement

The Women's Studio Work Special Collections Reading Room is open to the public by appointment only and reserved for users of WSW's Special Collections and institutional archival materials. Because the vast majority of the organization's holdings are unique, rare, or extremely fragile, we ask patrons to help us preserve these materials for future scholars by following these handling requirements:

- All researchers must be registered with the Archivist before materials may be consulted.
- Arrive with clean hands, washed with only soap and water. The washroom is located on the same floor as the Reading Room. Lotions and colored nail polish should be avoided before handling materials, as they contain harmful residues.
- Food, drink, smoking, and chewing gum are not permitted. Do not stand on chairs or tables.
- Under no circumstances are pens, markers, highlighters, Post-Its, scissors, knives, tape, or glue allowed near the materials. A pencil can be provided.
- All personal belongings, except those necessary for research (such as non-spiral-bound paper, pencils, cell phones, and laptop computers), should be placed in a designated area communicated by WSW staff. This includes laptop cases, backpacks, briefcases, three-ring binders, spiral-bound notebooks, coats, hats, and any clothing not worn while in the reading room.
- Special Collections materials do not circulate and cannot leave the room unless otherwise authorized by the Archivist.
- Manuscript and archival materials must lie flat on the tables; do not place items in your lap, on the floor, on a chair, or in other locations off the reading table.
- Do not rest objects or take notes on top of materials.
- No books, papers, or other objects may be laid on or affixed to the material.
- Materials may not be marked or erased, and tracings or rubbings may not be made without specific permission.
- Nitrile or cotton gloves may be required to handle some of our materials, particularly negatives, photographs, metal objects, and prints. A staff member will provide a pair for you. Our gloves are latex—and powder-free.

- Photography without the use of a flash is allowed for materials. Photography of other researchers or staff is prohibited without the permission of WSW and the people being photographed.
- Researchers are allowed to view 10 books at a time.
- Researchers can use one archival box and one folder from the box at a time. Please keep the documents in the file in the order in which you found them.
- As a courtesy to other researchers and those working in nearby offices, please refrain from loud conversations or dictation and silence all electronic devices. Researchers must leave the reading room to make or receive phone calls.
- All materials must be returned to the Archivist when the researcher leaves.

Duplication

Providing or allowing reproduction does not constitute permission to publish or reproduce images in print or electronic form. Please note we do not reproduce entire books or substantial portions of manuscript boxes.

Acknowledgment

Thank you for helping us preserve our collections for future generations.

I, _____, acknowledge and agree to the policy statements laid out here and will adhere to these guidelines.

Date