USE OF MATERIALS IN THE RESERVED AREA

PROCESS AND USE OF MATERIALS THAT REQUIRE SPECIAL HANDLING
Including rare books, historical manuscripts, photographs, and objects

PROCESS
• Up to three historical manuscripts, rare books, objects, or photograph collections may be requested at a time.
• Generally materials are retrieved within 15 minutes.
• Laptop computers and digital cameras are permitted, but no cases.
• No personal notebooks, books, or loose papers are permitted. If you need to consult personal materials, place those materials on the Reserved Area Desk and examine them there.
• No requests will be filled after 4:30 pm.
• All material must be returned to the Reserved Area Desk by 4:45 pm.

USE
• You must use pencils and notepads supplied by CHS staff.
• Only use one book, manuscript, or item at a time. When manuscript boxes contain multiple folders, you may use three sequential folders at a time.
• Manuscripts and photographs must be kept flat on the table.
• Rare books and bound volumes of manuscripts must be placed in a cradle supplied by staff. Book weights are available.
• Rare materials must never be used on laps or rested against the edge of a table.
• Do not rearrange or change the order of materials.
• Return materials directly to staff. Do not leave any material on the table unless directed to do so.
MAKING COPIES OF MATERIALS THAT REQUIRE SPECIAL HANDLING

PHOTOCOPYING
• Photocopies of rare items in good condition can only be made by staff if circumstances permit. Photocopies cost $0.25/per page.
• Copy request slips are available at the Reserved Desk.
• Place slips in item to indicate what to photocopy.

PHOTOGRAPHY
• Digital photographs without flash are allowed for research purposes.
• All materials photographed must be listed on the “Permissions for Collections Research Photography” form available at the Reserved Area Desk.
• Digital images may be used for personal research only and cannot be published.
• Publication is permitted only from images provided by CHS. Information on fees and terms is available at chs.org/reproductions.

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