READING ROOM POLICIES

Materials in the Naval Historical Collection consist of unique and irreplacable archives and manuscripts. Some items are very fragile. Therefore, we ask that anyone visiting the NHC Reading Room agree to the following policies prior to conducting research.

**Patron Belongings:** Jackets and coats are not permitted in the reading room. All bags, including purses, handbags, backpacks and laptop cases must be stored prior to using materials. Absolutely no ink pens or highlighters allowed. All personal items brought into the reading room are subject to staff inspection on exit.

**Technology:** Personal laptops and mobile devices are permitted for note-taking and image capture, however, any cases must be stored with other belongings. NHC staff may allow photocopies or scans of documents to be made after reviewing material. Cell phones must be kept on silent and any conversation must take place outside of the reading room.

**Food and Drink:** Absolutely no food or drink is permitted in the reading room. This includes gum, candy and cough drops. Water bottles and travels mugs are not permitted and must be stored with other personal belongings.

**Materials Handling:** Arrive at the Reading Room with clean hands, washed with only soap and water. Lotions and hand sanitizers are to be avoided. To ensure the security and integrity of collections, researchers are limited to a single archival box and/or three published works at the workspace. Remove and re-file a single folder at a time from the archival box. Do not remove items from a folder or shift the order of items in a folder. Materials must not be marked on, defaced, leaned on, altered, folded anew, or traced on.

**Children:** Children under the age of 10 are not permitted in the reading room. Children age 10 to 15 may enter the reading room if they are accompanied by a responsible adult, but are not permitted to handle collections materials.