Reading Room Policies and Procedures

Archives and special collections are concerned with security and preservation of collections.

- All researchers must register with reception desk staff and present a photo ID.
- Coats, bags, and backpacks, are not allowed in the Reading Room and must be stored in the lockers provided.
- No food, drink, or gum is allowed in the Reading Room.
- Pencils only. Pens, highlighters, markers, and post-it notes are not permitted.
- Laptops are permitted. Note-taking paper is provided if you need it.
- Notebooks and binders are not permitted in the Reading Room.
- Please utilize only one box or one folder at time and take care to ensure that it does not obstruct the view of the staff person on the desk.
- Materials do not circulate outside of the reading room.

Handling Archival Materials

- Keep documents flat and completely on the table.
- You can touch most documents, but be careful. Do not lean on them, hold them up, etc.
- Please watch long necklaces and loose clothing (such as hoodie ties or scarves).
- Do not place anything under or on top of archival materials.
- Do not write on anything on top of a document.
- Wear gloves when handling photographic prints and film.
- Ask for a book cradle for volumes with a weak or broken binding.
- Always maintain the exact original order of materials.

Photocopies and Digital Photographs

- If you would photocopies of collection material or if you would like to photograph the material yourself, please ask for a Photocopy Request Form or a Digital Image Request Form from the staff person at the front desk.

- Take care not to use flash when photographing collection material.

Citations

Why do they matter? Citations identify your document and to tell other people where to find it. This ensures that your work is credible.

Basic citation information: [Item Title, Date; Collection Information; Repository Information]

Note: Sometimes you have to make up the item title. Example: Letter from Mary B. to Frances K

Example Citation (American Psychological Association): Johnson, Ralph S. Manuscript of Approach and Landing Procedure, Technique, and Equipment for Proficient Landing of Aircraft During Black-Out Conditions – Incorporating The All-Weather Approach and Landing Technique. 16 April 1942. Ralph S. Johnson Papers 1924-2010, The Virginia Kelly Karnes Archives and Special Collections Research Center, (Box 1, Folder 1) Purdue University Libraries.