



# Archives Reading Room Policies

## Texas State Library and Archives Commission

**All researchers are expected to follow instructions as provided by staff members. Patrons who are consistently uncooperative may be asked to leave the premises.**

**Behavior that obstructs others' use of the facilities or staff's ability to perform their duties is not permitted. Behavior must conform with the laws governing behavior in public facilities as stated in the Texas Statutes.**

### Registration for use of the Texas State Archives Reading Room

Registration is required to use the Archives Reading Room.

- Researchers between the ages of 13 and 16 are permitted to use the materials if supervised by an adult.
- One adult per juvenile researcher is required.
- Children age 12 and under are not admitted unless they are participating in escorted group presentations.

### Personal belongings

The following may be brought to the assigned workspace:

- Personal computing devices, without cases.
- Cameras, flash disabled.
- Cell phones, silenced.
- Single sheets of paper. No bound materials.

Any belongings not listed above are subject to review by Reading Room staff. Patrons are responsible for their personal belongings at all times.

### Use of the Texas State Archives Reading Room

- The Archives Reading Room is reserved for researchers who are actively using the materials.
- Tables will be assigned.
- All materials will be collected by staff 15 minutes prior to closing.
- Belongings must be presented for inspection before leaving.

### Handling materials in the Texas State Archives Reading Room

- Item placement instructions will vary due to format, preservation, and security concerns.
- Loose sheets of paper and pencils must be used to take written notes. Pens, other writing utensils, paper pads, notebooks, and personal scanning equipment are prohibited.
- One folder may be out of a box at a time and the designated marker must be inserted as a place holder.
- Materials must remain in the existing order. If an error is thought to exist, notify a staff member.
- Non-flash photography of archival and photographic material is allowed.
- Photographic materials must be examined using the provided gloves.
- Patrons may not scan photographic material.
- Reproduction requests must be completed using the proper form.

**All researchers are expected to follow instructions as provided by staff members.**



# Reference Reading Room Policies

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### Personal belongings

The following may be brought into the reading rooms:

- Photo identification and wallets.
- Laptops and tablets, without cases.
- Cell phones, silenced.
- Pencils and paper.

All other belongings should be secured in a locker, including the following:

- Bags, purses, and backpacks.
- Food and drink (including water).
- Personal scanners.
- Zippered cases and folios.

Any belongings not listed above are subject to review by Reading Room staff. Patrons are responsible for their personal belongings at all times.

### General use of the reading rooms

- Eating and drinking are not permitted. The patron lounge is available to consume food and drink.
- Children must be supervised by an adult at all times.
- Sleeping is not permitted.
- Animals are not permitted unless the animal is a trained service animal.
- Telephone conversations are not permitted.
- The Archives Reading Room is reserved for researchers who are actively using the materials. Registration is required to use the Archives Reading Room. Other party members and patrons are welcome to use the Reference Reading Room.

### General use of materials

- Personal scanning equipment is not permitted.
- Non-flash photography of materials is allowed.
- Materials must be fully supported at all times. Do not lean against, mark, fold, trace, or handle materials in any way that may result in damage.

**All researchers are expected to follow instructions as provided by staff members.**