



Special Collections and Archives Reading Room Policy

Introduction: The following policy has been established to insure orderly and proper access for patrons while insuring the security and protection of materials during examination.

I. Registration

1. Patrons must complete a reader registration card at least once each fiscal year. Signing signifies agreement to abide by the Reading Room Policies.
2. Patrons must present current photo identification.

II. Personal Property

1. Coats, bags, folders, binders and similar items must be placed in the lockers provided outside of the Reading Room.
2. Food and beverages, including candy, throat lozenges and gum, are not permitted in the Reading Room.
3. Only laptop computers, pencils, note cards, and unbound papers, are permitted on the research tables. No notebooks or folders are permitted. The staff will provide note paper and pencils for patron use, if necessary.
4. Personal scanners and digital cameras are not allowed without staff authorization. Use of cell phone cameras must be approved by SCA staff.

III. Requesting Materials

NOTE: Most materials are available to the public. In cases where materials are restricted (by donor restrictions, Colorado Open Records statutes, federal Privacy Act, Institutional Review Board directives, etc.), SCA staff must be consulted regarding restrictions and access.

1. Patrons must request materials. Requests prior to a visit to the Reading Room will help expedite the process. Email sca@colorado.edu to submit a request.
2. Although multiple archival boxes and rare items may be pulled within reason, only one box or folder will be allowed per patron at a table.
3. Last requests for materials must be made at least one hour prior to closing.
4. Patrons will notify staff when finished with materials. SCA personnel are responsible for returning collections to the stacks.
5. Materials may be used only in the Reading Room. Microfilm may leave the Reading Room but may be used only on designated readers.

IV. Reading Room Protocol

1. Patrons will handle materials with care. Books are to be placed in cradles. Archival materials are to be left in the same order in which they were provided. If materials appear to be out of order patrons should notify staff rather than correct the problem themselves.
2. Archival folders or materials will remain on the table for use.
3. Gloves are required for handling photographs that are not in sleeves. Gloves may be required for handling other items at the discretion of SCA staff.
4. Patrons will not open sealed envelopes, separate attached papers, remove staples, or cut, tear, or slice material (including uncut pages). Ask for SCA staff assistance if assistance is needed.
5. Consult with SCA staff prior to handling items that are fragile.
6. All handwritten notes must be taken in pencil. Pens and Post-It notes are not allowed. Pencils, book-flags, book cradles, and a magnifying glass will be provided if needed.
7. Note-taking must be performed on the table and not on the documents themselves.
8. Reproductions and cellphone camera use:
 - a. Digital or 35 mm photographs may be allowed but subject to copyright restrictions. Consult SCA personnel regarding tripod use.
 - b. A separate application must be made for permission to photocopy and permission to publish. Some use fees may apply. See Reproduction Fees for further information.
 - c. Consult SCA staff for permission to use visual images for educational and other use.
 - d. SCA staff will make photocopies on behalf of a patron.
 - i. Fragile items will not be copied.
 - ii. No more than ten pages can be copied from any single book.
 - iii. No photocopying is allowed from the SCA photography or photobook collections.
9. Patrons are expected to behave in a manner that will not disturb other patrons and to keep noise to a minimum. Patrons who, in the judgment of SCA staff, do not show respect for others may be asked to leave.
10. Patrons must silence all electronic devices. All telephone calls must be conducted outside of the Reading Room.
11. Personal audio devices may be used only with earphones at audio levels that will not disturb other patrons.
12. Talking is discouraged when not essential to research.
13. If classes are in session in the Reading Room, we may ask walk-in patrons to schedule a future a visit.

Reading Room privileges may be limited or withdrawn for failure to comply with this protocol.