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1. Researcher Registration: The first time you request archival materials, you will be asked to fill out a registration form and present picture identification at the Service Desk. At the beginning of each year, patrons will need to complete a new registration form. Patrons using only the book collection need not fill out this form.

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3. Rules for Photocopying/Scanning/Photography:

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- NO PENS ALLOWED. Please use only pencils or computers in the lobby.

- NO BAGS, BACKPACKS, BRIEFCASES, PURSES, LAPTOP CASES, BOOKS, BINDERS, FOLDERS, NOTEBOOKS, ETC. ARE ALLOWED IN SPECIAL COLLECTIONS. Please place all such items in the lockers we have provided. Paper can be obtained at the Service Desk.

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- Never write on paper with archives material underneath. The impression can pass through and cause damage.

- Keep material flat on top of tables.

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- Please take care to preserve the existing arrangement of material within folders and boxes. DO NOT CHANGE THE ORDER OF MATERIALS. If anything appears to be misfiled, do not attempt to correct it yourself. Call it to the attention of an Archives staff member.
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