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• 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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• Keep material flat on top of tables.

• Make sure your hands are clean. Gloves will be issued when handling photographs or other sensitive material.

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• Take care not to drag anything, such as jewelry, across the surface of materials.

• 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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