

LAFAYETTE COLLEGE

David Bishop Skillman Library

Easton, Pennsylvania 18042-1797 ♦ TEL 610-330-5151 ♦ FAX 610-252-0370 ♦ www.lafayette.edu

Special Collections and College Archives

Reading Room Policies and Procedures

General Rules:

1. Special Collections materials do not circulate and must be used in the Reading Room.
2. The Reading Room is reserved for researchers using Special Collections materials.
3. Food, drink, music, and cell phone use are not permitted in the Reading Room.
4. Researchers must complete and sign a registration form and show valid photo identification.
5. Briefcases, backpacks, tote bags, laptop cases, coats, and hats are not permitted in the reading area. Lockers and a coat rack are provided for researcher's use.
6. Use pencil or laptop for taking notes. Ink is strictly prohibited to avoid damage to materials.
7. Items must remain on table at all times. No leaning, folding, tracing, or writing on materials.
8. Maintain the existing arrangement of materials in folders.
9. Digital photos are permitted with permission of staff member.
10. Photocopying is done by staff if condition of materials permits.
11. Materials should be cited as follows: Special Collections and College Archives, Skillman Library, Lafayette College.
12. Publication from Special Collections materials requires permission from the repository.

Registration:

All researchers must sign in the Reading Room Log Book and show valid photo ID.

On-campus researchers must produce their college ID and fill in their L number. If college ID is not available and L number is not known, phone number and campus address must be provided in Log Book.

In addition to signing the Reading Room Log Book, off-campus researchers must fill out a Research Registration form.

Researchers must place all briefcases, backpacks, tote bags, laptop cases, coats, and hats in the locker area. Only laptops, pencils, notepaper, and small purses are permitted in the Reading Room.

August, 2013