

# LAFAYETTE COLLEGE

David Bishop Skillman Library  
*Special Collections and College Archives*

## Reading Room Policies

Researchers wishing to use the Reading Room (Skillman 209) at the Special Collections & College Archives must abide by the following rules and regulations.

1. The Reading Room is reserved for the use of Special Collections & College Archives materials.
2. All bags and personal belongings except laptops and cell phones must be deposited in the Reading Room entrance.
3. No food or drink will be allowed in the Reading Room.
4. Only pencils may be used. Pens, markers, and any other writing devices will not be allowed.
5. During open hours, the Special Collections Reading Room will be monitored by staff. Additionally, researchers must follow individual directions from staff members.
6. Special Collections materials do not circulate and *must* be used only in the Reading Room.
7. While researchers may request multiple materials at a time, only one item (book, archival box, etc.) shall be permitted to be opened at a time. Items within envelopes and folders must be kept in original order.
8. Items must remain on the tables at all times. Do not place body parts, writing materials, etc. on top of research materials. No leaning, folding, tracing, or writing on materials.

**We are committed to making the Reading Room and the collections we steward accessible to researchers with disabilities. Please let us know if you have an accessibility request.**

### NOTICE CONCERNING COPYRIGHT RESTRICTIONS

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