

Gilder Lehrman Institute of American History Teacher Seminar at the University of Texas at Austin

REGULATIONS FOR USE

To help us preserve our historically valuable materials, please follow these guidelines:

Bring in only:

- Computers, cameras, pencils, loose sheets of paper that have been stamped for entry into Reading Room, and cell phones set on vibrate.
- Loose notepaper is provided.
- Make and take calls only in the downstairs lobby or outside on the breezeway.
- Sweater or sweatshirt but not a coat.

Use a pencil, never a pen, when taking notes

Do not write on or make any marks, erasures, or other changes in the materials.

Handle all items carefully

Keep items flat on the table while in use; do not place items in the lap or prop against the table.

Use book cradles provided by staff when appropriate.

Place nothing on top of materials.

Do not lean on, fold, or trace materials.

Turn pages slowly and carefully, touching only the margins if possible.

Wear gloves provided by staff when working with photographic materials.

Remove materials from boxes, then open folders to view documents or to insert photocopy or photoduplication flags.

Keep all collection material in existing order

Maintain the order of folders within each box.

Maintain the order of documents within each folder; pages will remain in order if turned like the pages of a book.

Keep folder contents aligned properly as you move through them; do not shake down the contents.

Notify staff if material is incorrectly filed or otherwise out of order; do not correct any errors on your own.

Duplication

Consult staff before photographing any material. Researcher accepts full responsibility for complying with copyright law