Regulations for Use

The Research and Collections Division of the Dolph Briscoe Center for American History is a research archive and rare materials library that facilitates research on the historical development of the United States. The Briscoe Center is open to anyone agreeing to abide by its regulations for use of materials. Reference help is available from the Briscoe Center staff. Please ask at either the Information Desk or the Reference Desk. If you want a copy of these regulations, please ask the staff and you will be given one.

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

REGISTER:
- Present valid photo identification when registering for the first time. You must sign in and out at the Information Desk on each visit.
- Present all materials and your computer to Information Desk staff for checking prior to placing items in your locker during your stay and departing for the day.

BRING IN:
- 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 at the Information Desk and in the Reading Room.
- Make and take calls only in the Briscoe Center's lobby or outside on the breezeway.

LOCK UP:
- Bags, purses, notebooks, notepads, binders, coats, hats, books, pens, computer and camera cases, food, drink, tobacco, gum or other personal property.
- You can wear a sweater or sweatshirt in the Reading Room, but not a coat.

RESEARCH:
- All Briscoe Center materials (except microforms) are used only in the Hogg Reading Room under staff supervision. Complete call slips for each item requested.
- The researcher assumes full responsibility for complying with copyright, literary property rights, and libel laws.
- No more than 5 books and/or 3 manuscript boxes will be retrieved at a time.
- No items will be retrieved after 4:45 p.m.
Materials must be handled with great care. The Reading Room staff monitors the use and handling of materials at all times. Please follow these handling guidelines, and any additional requests from the Reading Room staff:

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. Read and sign the Personal Camera Use Policy form. Display a photographic permit on your table when photographing materials. Any images captured are for personal reference use only, not for publication, posting online, exhibition, or other public uses. Researcher accepts full responsibility for complying with copyright law.
Consult staff before photocopying books or vertical files.
Photocopies of archival material:
Only Briscoe Center staff may photocopy archival material.
Complete and submit the “Photocopy and Microfilm Order Form” and place pink photocopy flags perpendicular to pages for easy identification.
Maps, newspapers, and other materials larger than 11” x 17” will not be copied.
Duplication of photographic, moving image or audio materials:
Complete and submit the “Photograph/Moving Image/Audio Order Form” and place green duplication flags perpendicular to photographs or audiovisual material for easy identification. Complete the permission to publish section of the order form if you intend to publish duplicated images.