

# LIBRARY OF THE BOSTON ATHENÆUM

## GUIDELINES FOR THE USE OF SPECIAL COLLECTIONS

Like other research libraries, the Boston Athenæum has guidelines governing the use and handling of rare books, manuscripts, archives, prints, photographs, and other special materials. By observing these rules, you can help us ensure the preservation of irreplaceable items for future use.

Please take some time and read these guidelines carefully before you arrive. You will be shown these guidelines again when you arrive and asked to sign them.

1. Hands must be clean and dry before handling materials. Gloves may be provided for handling some items. Please handle materials as little as possible.
2. Materials may not be handled in any manner likely to cause damage. Please do not lean on, write on, erase, fold, or trace materials. Nothing may be placed on top of items.
3. The use of any kind of pen is prohibited and only pencils may be used for taking notes.
4. Special Collections materials may be used in the Reading Room only and may not be removed from the area designated for their use. The supervisor must have an unobstructed view of your work area.
5. Books and albums should be opened carefully and book cradles used for support. Weights will be provided if necessary to hold bound materials open. Please ask for assistance when opening folded material bound into books. If pages are uncut, please ask for assistance.
6. Use acid-free bookmarks provided for marking your place in bound volumes.
7. Please maintain the existing order of materials from the folder open on your table.
8. Matted works should be handled and held only the edges. The front surfaces of the mats should never be touched. Please do not touch the surface of a print, photograph, or map.
9. No marks are to be added, and no erasures made, to any mat, folder, or envelope. Kindly report any incorrect cataloging information—or identifying information on a folder or mat—to the Reading Room supervisor.
10. Laptops are welcome in the special collections room. If you take notes, paper will be provided.
11. Allow the supervisor to bring and remove materials from your table. Do not carry materials yourself.
12. No jackets, coats, wraps, etc. may be hung from the back of the chair.

In consideration of my being granted permission to consult the special collections of the Boston Athenæum on the terms set forth above, I agree to indemnify and hold harmless the Boston Athenæum, its officers, employees and agents from and against all claims and actions arising out of my use of the special collections. I have read the Guidelines for the Use of Special Collections and I agree to abide by them.

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Signature of Researcher

Date

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Reading Room supervisor

Date