READING ROOM RULES

- Food or drink is not permitted in the reading room. This includes candy, gum, lozenges, and water.

- Bags, coats, scarves, gloves, computer bags, and other personal belongings are not permitted in the reading room. We provide lockers to securely store your belongings.

- Please use only pencils to take notes. Pencils are available at the reference desk. Laptops (without cases) are permitted.

- Cameras (without flash) are permitted for personal research. Researchers must request permission to use a tripod or other specialized equipment.

- In consideration of other patrons, all phone conversations should be taken outside of the research room.

HOW TO REQUEST MATERIALS

- All researchers must create an special collections research account to request materials.

- Register online at HTTPS://AEON.LIB.UMD.EDU/AEON/

- Materials in the Maryland Room are non-circulating. Request assistance from the reference desk staff to retrieve materials. When leaving the Maryland Room, return all materials to the reference desk.

- Requests for use of materials in the Maryland Room will not be accepted after 4:45pm.
HANDLING MATERIALS

FOR RESEARCHERS CONSULTING MANUSCRIPTS:

- Please use only one box and one folder at any time
- Leave all material flat on the table, turning leaves gently one at a time.
- Please maintain the existing order and arrangement of material.

DO NOT REMOVE ANYTHING FROM A FOLDER FOR ANY REASON.
- Gloves are required when handling photographs.

FOR RESEARCHERS CONSULTING BOOKS AND MICROFILM:

- You may consult up to three books/reels at a time.
- Do not lean on, trace over, write on, fold, force bindings open, or prop bound items open.
- Foam book cradles and book weights will be provided for large or fragile items. Use care when turning pages and using book weights.

COPYING AND SCANNING MATERIALS

- Researchers may use digital cameras in the Maryland Room to create copies from collections for personal reference use only. PERSONAL SCANNERS ARE NOT PERMITTED.

- THE OVERHEAD SCANNERS IN THE READING ROOM MAY BE USED FOR BOOK COLLECTIONS ONLY.

- All photocopies and scans of archival collections must be completed by Special Collections and University Archives staff.

- For more information, request assistance from the staff person at the Reference Desk or consult the full duplication policy online at: www.lib.umd.edu/special/policies/home.