MARYLAND ROOM REGULATIONS

FOOD AND DRINK ARE NOT PERMITTED in the Maryland Room, including lozenges, chewing gum, & water.

BAGS ARE NOT PERMITTED in the Maryland Room. Jackets, gloves, and scarves should be placed in locker.

CELL PHONES MUST BE TURNED OFF or placed in locker.

USE PENCIL ONLY. Do not use ink pens of any kind, since accidental ink stains will permanently and irreversibly deface materials. Pencils are available at the reference desk.

Requesting Materials

- Materials in the Maryland Room are non-circulating. Request assistance from the staff person at the Reference Desk 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

- Rare Books and Special Collections are unique and irreplaceable. Handle materials gently, with clean hands.
- **DO NOT** lean on, trace over, write on, fold, force bindings open, or prop bound items open. Reference Desk staff will provide gloves, book cradles, or other equipment to facilitate the use of large and fragile items.
- **DO NOT** remove staples or open uncut pages. Request assistance from the staff person at the Reference Desk.
- Researchers may view archival and manuscript collections one box at a time.
  - The contents of boxes containing archives and manuscripts must be kept in order. Only one folder or item may be removed from a box at a time.
  - Folder contents must remain flat and in order in the folder, turning leaves gently one at a time. Do not remove anything from a folder for any reason.
- Researchers may consult up to three books at a time.
- Manuscripts, archives, and rare books may **ONLY** be examined at the front row reading room tables.

Duplication Policy

- **ONLY SPECIAL COLLECTION STAFF** may photocopy or scan archival collections and 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**. For more information, consult the full digital camera policy is available online at: http://www.lib.umd.edu/special/policies/cameras
- For more information, request assistance from the staff person at the Reference Desk or consult the full duplication policy online at: http://www.lib.umd.edu/special/policies/home

Statement on Copyright

- Permission to obtain a photocopy, scan, or other facsimile of material does not constitute permission to reproduce, distribute, publically display, publish, or make other protected uses of that copy if it is protected under copyright law (Title 17, U.S. Code). The user of the facsimile may engage in such protected uses if he/she obtains permission from the holder of copyright in the original materials; if the term of copyright in the original material has expired; if the use is a "fair use" under copyright law; or other applicable exemption. The user of the copy is responsible for determining what uses are lawful and to obtain any required permission and pay any required fee. The University of Maryland does not hold copyright in most materials in the collections of the Libraries.