MARYLAND 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.** To register, visit: [https://aeon.lib.umd.edu/aeon/](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:

• You may use up to three books 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 scanner 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: [http://www.lib.umd.edu/special/policies/home](http://www.lib.umd.edu/special/policies/home)