

# Archives of the University of Notre Dame

## Rules of the Reading Room

*Researchers are most welcome in the Archives of the University of Notre Dame. So that all researchers may be equally well served, we ask that you follow some simple rules.*

**Bring nothing into the reading room except the material you will need to take your notes.**

Coats, purses, briefcases, backpacks, shopping bags, and other items should be stored either in the closet or the lockers located in the reception area. Food and drink of any sort are absolutely not permitted in the Archives. Pens are not to be used for taking notes; pencils will be provided if needed. Laptops may be used in the reading room; however, voice recorders and digital cameras are not allowed.

**Keep material in exactly the order in which it is delivered to you.**

Please remove only one folder at a time from a box; do *not* remove anything from that folder. If you wish to have something duplicated, please place a duplication slip *in front* of the document you wish to have copied. The original is not to be removed from the place in which you found it in the folder. Similarly, nothing may be added to any folder. If you have information that you think might benefit another researcher, tell one of the archivists: do not edit, amend, or insert anything onto a document or into a folder. When you are finished reading a folder please take care to realign the papers.

**Do not use cell phones in the reading room.**

If you bring your cell phone into the reading room with you, the ringer must be set to vibrate or silent. If you must answer or make a phone call, please be courteous to others and step outside the Archives before doing so.

**We will not retrieve material from the stacks after 4:30 p.m.**

**Archival material may NOT be removed from the Archives.**