University of Wisconsin-Madison Archives
Reading Room Rules

The Reading Room is provided for the convenience of persons wishing to consult public records and manuscripts. The use of these materials is freely granted to all responsible researchers subject to the following regulations:

1. The annual registration must be read and filled out on the researcher’s first visit to the Reading Room during each calendar year.
2. Researchers must sign the log each day when entering the Reading Room.
3. **FOOD AND BEVERAGES ARE NOT ALLOWED.**
4. Only pencils may be used in the Reading Room.
5. No adhesive Post-it notes can be used to mark pages; they leave a permanent residue.
6. All materials must be handled carefully. They must not be leaned upon, marked, bent or torn.
   a. Do not use material as a writing pad.
   b. The existing arrangement must be preserved.
   c. Please report to staff any errors in cataloging, dating or filing.
7. For photographic materials, please wear gloves when handling, review only one photo box at a time and return photos to their appropriate folder when finished. Staff are able to provide digital copies (TIFF or JPG) of photos.
8. The Archives stacks are closed to researchers unless accompanied by a staff member.
9. Digital cameras, scanners, etc. may be used with the permission of Archives staff.
10. Photocopying is self-service, but staff permission must be sought before copying any bound volume, oversize sheet, photograph or fragile item.
    a. Scanning to email is free; photocopy prices are posted.
    b. Please keep track of the total number of photocopies and pay a staff person.
11. The use of certain manuscripts and public records is restricted by statute or donors.
    a. For the protection of its collections, the Archives also reserves the right to restrict use of unprocessed records and fragile materials.
    b. Collections do not circulate to individuals.
    c. Material may not be removed from the Archives for copying.
12. The researcher assumes full responsibility for conforming with laws of libel, privacy, and copyright which may be involved in the use of manuscripts and other materials.
13. Please sign out when leaving. Staff may ask to inspect notes, photocopies, books, etc. By law the