



Reading Room Rules for Use of Materials

The American Heritage Center is concerned about the preservation and protection of its archival materials and requests its patrons' assistance in maintaining our collections. The regulations related to the access and use of these collections have been adopted to maintain their integrity and extend their longevity.

1. Only **pencils** and paper will be allowed in the Reading Room. Use of computers, scanners and recording equipment is subject to approval by the Manager/Reference Services.
2. All coats, briefcases, purses, backpacks, computer bags, boxes, etc. will be stored near the entrance of the Reading Room prior to receiving archival materials.
3. No material in the custody of the American Heritage Center may be removed from the Reading Room.
4. Manuscript material must not be written on, altered or damaged. Existing order and arrangement of materials must be maintained. Researchers will be allowed one box of material or three subject and photographic folders at one time. Gloves will be worn when handling photographs, artifacts or fragile material.
5. Smoking, eating and drinking are prohibited in the Reading Room.
6. The cost for self-service copying is **\$.10** per copy. If done by staff after researchers leave, the cost is **\$.30** per page. (**Prices are subject to change without notice.**) In order to distinguish photocopies from collection material the center uses color paper. The American Heritage Center reserves the right not to copy or allow copying if material might be damaged by copying.
7. The researcher assumes full responsibility for conforming to the laws of libel and literary property rights that may be involved with his/her use of materials.
8. The American Heritage Center reserves the right to examine all materials leaving the Reading Room.
9. Collections should be cited in the following manner: Collection Name, Collection Number, Box Number, Folder Number, American Heritage Center, University of Wyoming, Laramie.

PROCEDURE NO. 19 - REFERENCE ROOM RULES AND SECURITY
(revised 1/20/2006)

1. Researchers must use pencils, not ink pens, when taking notes.
2. Food and drink are not allowed at reference tables.
3. Coats and bags cannot be brought into the reference area. Researchers must be asked to lock these items in lockers.
4. Provide researchers with no more than one box of records at a time.
5. Ask researchers to use slips of scrap paper to mark places in files or volumes, not paper clips nor Post-its.
6. Gloves must be worn when handling photographs.
7. At least two staff members must be available for Reference Room coverage, in case one of them has to leave the room.
8. If staff see a researcher take a record, Capitol Protective Services (4321) or the Cheyenne Police should be called immediately, and the incident reported to the supervisor and the Archives, Museum and Records (AMR) Manager.
9. If a staff member suspects a record has been stolen, but did not witness it, he/she should report to the supervisor or AMR Manager.
10. If staff determine that a visitor is a threat to the safety of staff or visitors, a staff member, preferably not one dealing with the visitor, should call 9-911.