

PROCESS AND USE OF MATERIALS THAT REQUIRE SPECIAL HANDLING

**Including rare books, historical manuscripts, photographs,
and objects**

PROCESS

- Up to three historical manuscripts, rare books, objects, or photograph collections may be requested at a time.
- Generally materials are retrieved within 15 minutes.
- Laptop computers and digital cameras are permitted, but no cases.
- No personal notebooks, books, or loose papers are permitted. If you need to consult personal materials, place those materials on the Reserved Area Desk and examine them there.
- No requests will be filled after 4:30 pm
- All material must be returned to the Reserved Area Desk by 4:45 pm

USE

- You must use pencils and notepads supplied by CHS staff.
- Only use one book, manuscript, or item at a time. When manuscript boxes contain multiple folders, you may use three sequential folders at a time.
- Manuscripts and photographs must be kept flat on the table.
- Rare books and bound volumes of manuscripts must be placed in a cradle supplied by staff. Book weights are available.
- Rare materials must never be used on laps or rested against the edge of a table.
- Do not rearrange or change the order of materials.
- Return materials directly to staff. Do not leave any material on the table unless directed to do so.

MAKING COPIES OF MATERIALS THAT REQUIRE SPECIAL HANDLING

PHOTOCOPYING

- Photocopies of rare items in good condition can only be made by staff if circumstances permit. Photocopies cost \$0.25/per page.
- Copy request slips are available at the Reserved Desk.
- Place slips in item to indicate what to photocopy.

PHOTOGRAPHY

- Digital photographs without flash are allowed for research purposes.
- All materials photographed must be listed on the “Permissions for Collections Research Photography” form available at the Reserved Area Desk.
- Digital images may be used for personal research only and cannot be published.
- Publication is permitted only from images provided by CHS. Information on fees and terms is available at chs.org/reproductions.

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- Researchers assume all responsibility for observing the legal requirements of copyright.