

**ANDOVER-HARVARD THEOLOGICAL LIBRARY**  
**Guidelines for Handling Restricted Access Materials**

Much of this material is unique and fragile. Therefore, we have certain procedures that patrons must follow when working with these collections.

- A current photo ID is required:
  - First-time users of manuscripts and archives are required to complete a reader application form and show one form of photo ID.
  - Users of other restricted materials who have a current Harvard University, Harvard College Library Special Borrower, or Andover-Harvard Special Borrower ID are required to show that ID and record its number on request slips.
  - Others will be required to show a current photo ID and fill out a brief registration form or present a business card.
- The library reserves the right to inspect anything brought into or taken out of the reading room.
- All coats, books, briefcases, purses, backpacks, computer carrying cases, notebooks, binders, and other personal belongings should be placed in a locker. Generally, only note-taking materials/devices (notepaper, note cards, pencils, laptops) are allowed in the secure reading room. Digital cameras that do not employ the use of a flash may be used for note-taking. Scanners and tripods are not allowed.
- Use pencil only. Pens, highlighters, and post-it notes are not allowed. No marks should be added to or erased from library material. When taking notes, make certain that notepaper is not resting on book or manuscript material as you write. Pencils and a sharpener are available in the room.
- Handle books and documents as little and as gently as possible. Researchers who mishandle materials will be denied access to them.
- No food, gum, candy, or drink (including water) may be brought into the reading room.
- Please keep conversation to a minimum while in the reading room. Audible features on cell phones, pagers, and laptop computers should be turned off. Texting is acceptable, but cell phone conversations are allowed only in the stairwell next to the reading room.
- It is the responsibility of the reader to keep complete and accurate citations (call numbers, item numbers, pages, etc.) for all reproduced items. This information is required for future reproduction requests or for permission to quote.

Additional instructions for Manuscript and Archives Material:

- Please have only one box on the table at a time.
- Remove one folder from the box at a time, and replace that folder in the box when you are finished with it, before you go on to the next one. Maintain the order of the papers in each folder and the folders in each box. If you find folders out of sequence, please inform the curator.
- Never remove documents from folders. Note items to be copied by enclosing them with legal size acid-free paper. Check with the curator before copying any documents. When copying, keep the documents you will copy in the folder it belongs in, and bring one folder at a time to the copy machine.
- Please discuss the use of your camera with the curator before proceeding to photograph any documents.