

HARVARD DIVINITY SCHOOL LIBRARY
Guidelines for Handling Special Collections 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:
- The library reserves the right to inspect anything brought into or taken out of the secure 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 secure reading room.
- Please keep conversation to a minimum while in the secure 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 north stairwell or first floor of the library.
- 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 request reproductions or permission to publish.

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 library staff.
- 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 cameras or scanners with the library staff before proceeding to reproduce any documents.