These rules are designed to ensure the safety and preservation of materials for future generations. Our staff are on hand to answer questions and offer advice on the availability and use of materials. Materials from the collections are to be used in the reading room only.

You will not be permitted to view any materials until you have read and acknowledged the Reading Room Rules. Before viewing a collection, all your possessions except for materials used to take notes in the reading room must be placed in a locker. Please see a reading room attendant for assistance. A staff member will then retrieve the collection you wish to view.

Researchers must adhere to the following guidelines:

- Upon arrival, please sign in and leave your bags and personal items in the lockers provided. Lockers are located beside the microfilm readers.
- No food or drinks are permitted on the second floor of the Sargeant Memorial Collection.
- Hands should be washed with soap and water prior to handling archival materials. Hand sanitizer and lotion should be avoided before handling these materials.
- Use a pencil when taking notes. Pens or markers of any kind are not permitted.
- Laptop computers, tablets, and cell phones are permitted but should remain on silent mode. Talking on cell phones is not allowed in the reading room.
- Please respect the fragile nature of the records. Materials should not be leaned on, written on, folded anew, traced, or handled in any way likely to cause damage. Moistenning of fingers to turn pages is not allowed.
- Researchers may use up to five manuscript boxes, photograph folders, or books at one time.
- Researchers should use one box at a time, one folder at a time, and one document at a time. Keep the materials in a folder in exactly the same order in which you receive it. If an item appears damaged, please alert the reading room attendant.
- Gloves may be required to handle photographs, film, slides, or metal objects. Gloves are available at the reading room service desk.
- You are free to consult any books on the open shelves in the reading room. Please do not reshelve books; instead place them on the available carts adjacent to the reading room.
Rules for Photocopying

- Photocopies cost $0.15 per page. Scanners are available in the SMC to digitize materials.
- Please see staff about digitizing services. Digitization may be limited due to physical condition of materials, copyright issues, or donor restrictions.
- You may use your own camera to photograph items but flash and sound must be turned off.
- Please use call slips to bookmark items within a folder that you would like to copy.
- Please maintain the order of the documents within folders, and folders within boxes.
- Before proceeding to the copier, please show the reading room attendant what you would like to copy. Certain fragile or deteriorating documents will not be copied.
- Consult a reading room attendant before removing fasteners from original documents.
- Never run archival documents through the automatic feeder on copiers or scanners.
- When taking a break from copying, please return documents and folders to boxes.
- Researchers are responsible for the correct citation of records photocopied.
- Supplying a photocopy does not constitute permission to publish. The researcher assumes full responsibility for conforming to the laws of libel and copyright that may be involved in the use of any records preserved in the Sargeant Memorial Collection. Please see a reading room attendant for a copy of our Permission to Publish form.
- All archival materials should be returned to SMC staff 15 minutes before the library closes.

Refusal to follow these rules may lead to denial of access to archival material.

Print Name ___________________________________________ Date ______________________
Address ______________________________________________ Phone ______________________
Email __________________________________________________
Research category (please check one): Academic [ ] Historical [ ] Genealogy [ ] Other [ ]

Signature of Researcher ________________________________________________

Norfolk Public Library Representative ________________________________ Date ______________________