

The Library Company of Philadelphia

## Procedures and Regulations for Using the Collections

Welcome to the Library Company of Philadelphia. The Library Company's collections are available for use by all serious scholars. Since much of our material is rare or unique, care must be taken in handling each item. We request your cooperation in preserving our collections for use by future generations. Please observe the following procedures and regulations.

**Each researcher must complete a Reader Registration Form** (*attached*) **and provide identification** (*picture ID is required*) **before using the library.** We request that the information provided on the form be updated on subsequent visits.

- **Only those materials necessary for research are permitted in the Reading Room and Print Department.** All coats, umbrellas, purses, briefcases, backpacks, carrying cases (including portable computer cases), portfolios, and any other item not expressly needed for research must be deposited in the free lockers provided in the foyer.
- **Pencils only may be used in the Reading Room.** Ink of any kind is prohibited in order to avoid damage to the materials. Use of computers is permitted; any use of any other equipment is permitted at the discretion of the staff.
- **A separate call slip must be completely filled out for each item requested.** The number of items permitted at one time will be determined by the staff. No material will be paged after 4:30 p.m.
- **All materials must be handled with care.** Materials should remain face up, on top of the table, or supported by a book cradle; they should not be held on laps or in hands. Do not lean on books in any way. Writing in or on the materials is not permitted. No tracings or rubbings are permitted. Book supports and book weights are available in the Reading Room. Readers are expected to observe any other conditions regarding use of the materials as stipulated by the staff. Mutilation, destruction and/or theft of materials are subject to prosecution.
- **Photoduplication service is available when such duplication can be done without injury to the material.** Decisions on photocopying are made by the reference staff. Copies are made for reference use and do not imply permission to publish or copy. The number of copies made at one time may be limited at the discretion of the staff. Photoreproduction services are also available; fee schedules for these services are available from the staff.
- **Before leaving, all materials must be returned to a staff member.** Readers are requested to remain in the Reading Room until all materials have been checked in by a staff member or a staff member has cleared their exit with the receptionist. **As a security measure the Library Company reserves the right to inspect all materials removed from the Reading Room.**
- In the event that your research, based on material consulted here, is published, the Library Company would appreciate receiving a copy of the publication.
- We regret that we have no facilities where readers may eat or drink, and smoking is not permitted in the building.