



## Reading Room Conditions of Use

### Using the reading room

- It is the policy of the City of Sacramento to fully cooperate with the public and honor our obligation under law to provide public access to documents that are public records, while protecting individuals' privacy rights.
- Researchers must fill out this form and present a picture ID annually. Please also sign in at each visit.
- Research at CSH is by appointment only.
- Silence cell phones and do not take calls inside the reading room.
- Bags and containers of any type are not allowed in the reading room, including but not limited to purses, backpacks, laptop bags, briefcases, envelopes, and folders. CSH provides lockers with padlocks for these items. Other personal property not directly related to research should also be locked up, including umbrellas, coats, books, and notebooks. There is a \$10 fee for lost padlock keys. CSH reserves the right to inspect any bag, container, or other personal property before it is removed from the premises (Penal Code Section 490.5).
- Pens are not allowed in the reading room. Researchers may use pencils, laptops, and other electronic devices for notetaking. CSH provides pencils.
- Researchers may not use their own paper or notebooks in the reading room. CSH provides colored paper for notetaking in order to help distinguish note paper from archival documents.
- Eating, drinking, chewing gum, and smoking (including e-cigarettes) are prohibited in the reading room.
- All reading room activities are monitored and recorded by video cameras.

### Handling material

- CSH collections are non-circulating. The reading room is reserved for the use of CSH materials only.
- Handle collection materials with extreme care and clean hands.
- Use one box, folder, or item at a time. CSH staff can provide flags to use as a placeholder.
- Leave all items in boxes or folders in their original order. If an item is out of order, please bring it to the attention of CSH staff. Do not rearrange the materials.
- Keep all materials flat on the table.
- Bound materials should be supported with book rests.
- Cotton gloves must be used when handling photographic materials.
- Ask for CSH staff assistance before handling microfilm, artifacts, or other non-print or manuscript materials.
- Do not make marks on CSH materials.
- Do not remove annotations found in CSH materials.
- Pencils, paper, pencil sharpeners, rulers, magnifying glasses, loupes, cotton gloves, book rests, and other tools are available upon request.

### Reproductions and publishing

- CSH staff can make photocopies and digital reproductions of material when that duplication abides by U.S. copyright law.
- CSH charges fees for photocopies, high-resolution digital reproductions, and use of digital images. Reproduction and use fees must be paid for at the time of service.
- Researchers are welcome to use their own scanners, cell phones, and digital cameras to capture images of material for reference use upon staff approval; reproduction fees may apply.
- CSH retains all rights to the collections requested for reproduction. Permission for publication is granted for one-time, non-exclusive use, and all usage must be credited to the Center for Sacramento History.