



## Conditions of Use

- Research at CSH is by appointment only.
- All reading room activities are monitored and recorded by video cameras.
- Please silence cell phones and do not take calls inside the reading room.
- No containers or bags of any type are allowed in the reading room, including (but not limited to) purses, backpacks, laptop bags, briefcases, envelopes, and notebooks with pockets. CSH provides lockers with padlocks for these items. Lost padlock keys incur a \$10 fee. 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, laptop computers, and wifi-enabled devices for note-taking. Do not make marks on CSH materials.
- Scanners, cell phones, and digital cameras may be used to capture images of material upon staff approval; reproduction fees may apply.
- Eating, drinking, chewing gum, and smoking (including e-cigarettes) are prohibited in the reading room.
- Pencils, paper, pencil sharpeners, rulers, magnifying glasses, loupes, cotton gloves, and other tools to assist you with your research are available upon request.
- All CSH collections are non-circulating. The reading room is reserved for the use of CSH materials only.
- Handle collection materials with extreme care. Keep all materials flat on the table. Bound materials should be supported with a book rest that will be supplied by CSH staff.

- 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.
- 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.
- Do not remove annotations found in CSH materials.
- 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.
- CSH staff can make photocopies and digital reproductions of material that abide by U.S. Copyright law. All reproduction and use fees must be paid for by cash or check at the time of service.

#### **COPYRIGHT LAW**

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CSH reserves the right to refuse to accept any reproduction order if, in its judgment, fulfillment of the order would involve violation of copyright law.