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• No food, beverages, or tobacco are allowed in the reading room.
• Only paper, pencils, and portable electronic devices are allowed at the reading room tables.
• Archival material will only be made available for research in the reading room and cannot be removed.
• Researchers must
  o be able to present photo identification upon request;
  o read and sign this Rules of Use form;
  o complete Sign-in Log stating researcher name and research topic;
  o keep documents in exact order, facing in same direction they were found in the folder, and return folders to box in the correct order; and
  o use care in handling all research materials, being careful not to mark or damage them.
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- Follow additional instructions relayed by archives staff before and during the research visit.

<table>
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<th>Researcher Name (printed)</th>
<th>Researcher Signature</th>
<th>Date</th>
<th>Staff Initials</th>
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