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- Coats, bags, and other personal belongings must be placed on the coat rack or away from research tables.
- 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
  - be able to present photo identification upon request;
  - read and sign this *Rules of Use* form;
  - complete *Sign-in Log* stating researcher name and research topic;
  - 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
  - use care in handling all research materials, being careful not to mark or damage them.
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|---------------------------|----------------------|------|----------------|
| Researcher Name (printed) | Researcher Signature | Date | Staff Initials |
|                           |                      |      |                |