

DELANY ARCHIVE TRUST: READING ROOM RULES

Readers are required to observe a number of rules when using archival documents. The main purpose of the rules is to ensure that documents are safely preserved for future users.

1. Readers are to wash their hands before using archives
2. All archives are to be handled carefully
3. No collection item may be removed from the Reading Room
4. No food, drinks or other substances and items which may harm archives are permitted in the Reading Room. This includes pens, erasers, pencil sharpeners, corrective fluids and newspapers
5. Only pencils or laptop computers may be used for the taking of notes
6. All personal possessions, except material used for the making of notes are to be placed in a locker. This includes mobile phones which are not to be used in the Reading Room unless permission to take photographs of documents using a phone has been granted
7. Readers are not to moisten their fingers to turn pages
8. Readers are not to re-arrange, mark, alter or fold archival documents
9. Readers are not to lean on archives or use them as a support for writing
10. Readers are to draw the attention of the Reading Room supervisor to any problem including missing, damaged or disordered documents. Readers are not to repair damaged documents
11. Archives, their boxes or other enclosures, may not be placed on the floor
12. Readers are not permitted to make a copy of archives in any manner without the written permission of the Reading Room Supervisor. This includes the tracing of archives. Use of photographic equipment is prohibited unless written permission has been granted by the Reading Room Supervisor
13. Archives are subject to copyright. Readers are responsible for ensuring that they have the permission of the copyright holder to publish or reproduce archives
14. Readers are to acknowledge the Delany Archive's custody of documents when quoting from them in publications or other works. Readers are to seek the advice of the Reading Room Supervisor to ascertain the correct procedure for citing archival documents in publications and other works
15. Readers are to comply with all reasonable requests of the Reading Room Supervisor
16. It is the Reader's responsibility to consult online / printed finding aids in order to identify material relevant to their research and to obtain the relevant collection and document reference numbers
17. Paper strips are available in the Reading Room to enable readers to mark pages. Post-it notes or bulky items such as pencils and reading glasses are not to be used to mark pages.