

## Guidelines for Handling Material in the Military History Research Centre Collections

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- For security purposes personal belongings including briefcases, backpacks, oversize purses/bags, larger than 30 x 40 cm, folders, umbrellas, and outerwear such as overcoats and raincoats, must be stored in the cloakroom and/or lockers. Small purses, wallets, research notes, personal computers without carrying cases, and personal dictation devices may be taken into the research centre.
- Eating and drinking are prohibited in the research centre.
- Cell phone use is prohibited in the research centre.
- Material must not be removed from the research centre.
- Photocopying of material from the general collection is permitted. Please check with staff at the Client Services desk before accessing the photocopier.
- Copying and recording equipment, including digital cameras, camcorders and tape recorders, may be used for research purposes only with staff permission.

### Archives Reading Room

- Pencils must be used for taking handwritten notes in the Archives Reading Room.
- Researchers are responsible for the care and safekeeping of all material. During the consultation of rare and fragile items white cotton gloves will be provided and must be worn.
- Use materials provided by staff to support fragile documents.
- Keep loose documents in their original order and handle one at a time. Use the acid-free bookmarks provided; do not use "post-its" as markers.
- Do not lean or rest on books or archival materials; ask permission before tracing. Do not place open volumes face down, and close books not in use.
- Please report accidents, damage or any irregularities.
- If you require photocopying of archival material, fill out the appropriate form, marking pages as necessary with the bookmarks provided and return them with the volume or box. **Maintain the original order of the material at all times.** Prepayment for photocopying is required; please allow up to three weeks for the processing of your order.
- Please return the material to the Client services desk when you are finished and inform the staff. If you will be using it again the next day you may ask to have it put on hold. All material must be returned no later than 4:15 pm.
- No new requests for material will be accepted after 3:45.