

To ensure continued access and preservation of the Brown Library's unique materials, research patrons must observe the following collection use guidelines. Failure to observe these rules will result in the loss of research privileges. All patrons agree to adhere to these guidelines.

Manuscript and Special Collections (maps, photos, pamphlets, newspapers, architectural drawings, ephemera, broadsides, rare books, etc.) are requested in advance through the appointment process and are not available on-demand. MHS strongly encourages requesting books in advance, as some titles may be stored off-site.

1. Please check coats and all bags, purses, laptop bags, backpacks, etc. in the provided lockers before entering the reading room. Laptops must be removed from their bags and/or zipper enclosures.
2. Patrons will adhere to all current health guidelines, which are subject to change without notice.
3. Please wash or sanitize your hands before entering the reading room. Sanitizer is available at the entrance. For the collections' safety, **hand sanitizer is NOT permitted at the reading room tables.**
4. Please silence your cellphone before entering the reading room. Please take all calls in the lobby only.
5. No food or drink in the reading room.
6. Reading room stacks are open for browsing. Please do not re-shelve material, place on carts for staff.
7. **Pencil only.** Pens, highlighters etc., are not permitted.
8. Please work with only one manuscript box at a time, one folder at a time, and maintain the original order of documents within the folders. Please limit the number of materials at your work area.
9. Do not pull or lift items from their folders/enclosures or rearrange for the purposes of reading or photographing. Do not lean on collections while reading or transcribing. Tracing is not permitted.
10. When research is complete, please set manuscripts or special collections aside, and alert staff. Staff will provide additional materials once current items are collected. If overall research is complete, please check in with staff before you exit.
11. MHS members may use a handheld, non-flash camera to capture content. Photography is a member benefit; membership is open to everyone. Non-members (including students or teachers without a membership) **may not use a digital camera.** Consider joining MHS to enjoy this benefit. Handheld scanners, tripods, lights, or similar technology is not permitted.
12. By using a camera, patrons agree to the MHS Photography Policy (as posted), which includes not publishing or disseminating captured content without written permission from MHS. Patrons agree to abide by all United States copyright laws when and where applicable.
13. White gloves are provided for use with drawings, un-sleeved photographs, and objects. Gloves are not required for handling other materials, unless specified by staff.
14. Please notify staff if you find items in disrepair or out of order. Do not clean, repair, or organize items on your own.