**Guidelines for Use of the Patricia D. Klingenstein Library Collections**

*Your care and support help us to maintain our collections for future generations. Thank you for your cooperation.*

The library collections of the New-York Historical Society may be consulted by any researcher who 1) presents a **current U.S. state driver’s license, U.S. state non-driver ID, IDNYC, or passport,** 2) completes the library’s online registration form, 3) and agrees to the following guidelines. Students at the high school level or younger are encouraged to visit the library with an adult, such as a teacher or parent. **Adherence to the following polices is a requirement for admittance to the reading room and use of the library’s collections.**

# Registration

1. Appointments are required for all research. Contact us at LibraryAppts@nyhistory.org for more information.
2. The registration form, available through the library’s online request system (https://nyhs.aeon.atlas-sys.com/aeon/), must becompleted before arrival. You will need to present a **physical, current U.S. state driver’s license, U.S. state non-driver ID, IDNYC, or passport** to complete your registration when you arrive for your appointment.
3. ***Security***
4. **The following items are allowed at research tables in the reading room:**

Laptops and tablets (without sleeves and cases), digital cameras, cell phones, and personal audio devices.

Sheets of paper will be provided for taking notes. Exceptions may be requested to have up to 3 paper sheets of notes, if they are essential for your research. The sheets of paper must be approved and stamped by reference staff before beginning research.

1. **Clear plastic bags are provided** for wallets, medication, and other small/personal items. These bags must be visible at all times, placed on the reading room tables, apart from and not on top of materials from the collections.
2. **All other personal belongings must be checked, including:** Bags of any size; laptop sleeves and cases; outerwear such as overcoats, raincoats, parkas, anoraks, and windbreakers; umbrellas; binders, folders, notebooks, index cards, and personal copies of books.
3. **Layers of indoor clothing**, such as sweaters and blazers, **must be worn** throughout your research visit, **or checked**.
4. **All personal belongings are subject to** **inspection** upon exiting the reading room.
5. To protect the safety and security of our collections, **surveillance cameras are operating in the reading room at all times**.
6. Do not leave library collections or personal property unattended in the reading room.
7. No food, gum, drinks, or pens are permitted in the library reading room.

# Use and Handling of Library Collections

1. Library staff assign seats to researchers when they arrive
2. Library collections must remain on the table during use. Arms, elbows, laptops, cameras, phones, and sheets of paper should never be rested on library collections.
3. Researchers should turn pages slowly and carefully; collection support props will be provided and must be used at all times.
4. Four items from the Printed Collections may be used simultaneously. In the case of rare printed collections, just one item may be viewed at a time.
5. When viewing items from the Manuscript Department and Department of Prints, Photographs, and Architectural Collections, only one folder may be removed from a box at a time. It should be placed flat on the table or used with a collection support prop, per the instructions of the librarian. Please be mindful of the order of items within folders, as it is important to preserve the existing arrangement of materials.
6. Researchers wishing to view architectural drawings should be aware that due to their fragility and size, special restrictions and handling procedures apply.
7. If microfilm or other surrogate formats of original materials are available, researchers are asked to consult those, unless there is a compelling reason to view the originals, in which case a request must be made in writing and submitted to the Director of the Library for approval in advance of the researcher’s visit.

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# Reproductions and Rights Clearance

1. All photocopying, other than printing copies from microfilm, is done by the library staff, and is at their discretion. Not all collections or items are physically stable enough to be copied.
2. Photography for individual research use is allowed in the reading room in accordance with the guidelines provided in the information sheet, “Guidelines for Photographing Collections in the Library.”
3. Researchers interested in images for publication or other commercial use should contact the N-YHS Office of Right & Reproductions for information regarding permissions and fees.
4. The N-YHS Library makes all of its materials available to researchers on an “as is” basis and without any right to use the materials for any purpose. Researchers are responsible for identifying and clearing any rights in the materials and for indemnifying the N-YHS Library for any claims arising out of their use.

**I agree to the above conditions and policies (physical or electronic signature required):**

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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