

# **Maag Library Archives & Special Collections**

## Reading Room Policies

- All personal items coats, bags, book bags and computer bags need to be put in one of the archives lockers (a key will be provided to you by an archivist) or archives staff office.
- An archives locker can be rented with a valid ID, which will be deposited with the archives. The ID will returned after the archives locker key has been redeposited.
- Only laptops and recording devices are allowed in the reading room. No paper or pens are allowed.
- All paper and pencils will be provided by the archives for note taking and transcribing.
- No food or drinks are allowed in the archives.
- No talking or group study is allowed in the reading room.
- Failure to comply with any of the above policies will be met with immediate removal from the archives premises.