

## Lower Merion Historical Society Reading Room Guidelines

1. **Place personal belongings in a locker.** Lockers are provided free of charge on the first floor of the Academy building. Researchers are welcome to bring pencils, laptops, tablets, phones, and cameras into the Reading Room to assist them in their research. Please silence all digital devices and leave cases in your locker. LMHS is not responsible for any lost or stolen property.
  - a. **Items prohibited in the reading room:**
    - i. **Gum, candy, and food of any kind**
    - ii. **Beverages of any kind**
    - iii. **Pens, highlighters, markers, and stick-on notes**
    - iv. **Scissors, razor blades, and any sharp objects**
    - v. **Containers: all folders, binders, envelopes, boxes, cases, bags/backpacks/purses, and other containers**
    - vi. **Outerwear: overcoats, raincoats, blazers, sweaters, hats, gloves, and umbrellas**
2. **Retrieving materials.** A staff or board member will retrieve research materials. Researchers are permitted to view three items at one time. Researchers are not permitted in collection storage areas.
3. **Care and handling.** Use one box at a time, and one folder at a time. Keep materials in their original order and flat on the table. Use two hands to handle all folders, manuscripts, photographs, prints, objects, and brittle paper. Support materials by resting manuscripts directly on the table or by using foam wedges for bound materials. Open books and other objects only as far as they will open without force. Approved weights are available to keep materials open or flat. If you believe materials are out of order, please ask for assistance from staff. Staff will assist in providing support for materials when needed.
4. **Clean, dry, gloveless hands are best.** Please only use nitrile gloves when handling photographs, glass plates, slides, and metal objects, otherwise, gloves are not necessary. Please keep photographs in their mylar coverings, and use gloves if photographs are not in mylar coverings.
5. **Do no harm.** Avoid marking, leaning on, altering, folding, tracing, or defacing materials.
6. **Photos, digitization, and copies.** Researchers are welcome to take photographs or request scans or copies of most materials.
  - a. Small, handheld cameras, tablets, or cell phones without flash may be used to take pictures.
  - b. Some material may not be photographed due to physical condition or donor restriction. The final determination will be made by the administrative coordinator.
  - c. To respect privacy, please refrain from photographing the reading room, staff members, or other researchers.
  - d. All items in LMHS collections may be subject to copyright protection. Please inquire for more information.
  - e. Please refer to handling guidelines when photographing our collections.