

READING AND VIEWING ROOMS (RVR) REGULATIONS

1. The HRC Reading and Viewing Room (RVR) is for use by patrons using HRC collection materials. We may require users of high school age or younger to be accompanied by an adult.
2. To protect rare and valuable items, the Ransom Center does not allow materials to circulate outside the RVR. Patrons are not permitted in stacks areas.
3. Patrons must present a photographic ID issued by a government agency or educational institution each time they visit the RVR. First-time patrons are required to complete a patron application form and to view a short orientation presentation. Returning patrons may be asked to view the presentation if it has been more than a year since their last visit. Upon registration, patrons will be issued a clearance slip; this slip must be given to the circulation desk attendant in the RVR. Access is on a first-come, first-served basis.
4. To protect Ransom Center materials the following items are not permitted in the RVR. Lockers are provided for personal possessions.

tobacco	purses	white paper notebooks or spirals
food	bags	folders of any kind
chewing gum	briefcases	stick-on notes
beverages	backpacks	clipboards
electronic scanners		pens or highlighters
coats	white paper (unless stamped by receptionist)	
hats		
5. All handwritten notes must be made in pencil on yellow paper or index cards. Laptop computers removed from their cases are permitted. Patrons may take up to five personal books into the reading room, but an identification slip must be completed for each one.
6. At the discretion of the RVR staff, we reserve the right to limit users who do not have a specific research project to five folders or items (depending on the collection).
7. Separate call slips must be completed for each item or group of items requested. A copy of the call slip must remain with the material at all times. Patrons are allowed to keep a limited number of materials on a desk at one time: seven books, one folder of manuscripts, three boxes of photographs, or one box of other visual materials.
8. Please observe the instructions about careful handling of Ransom Center materials set forth in the orientation presentation. Copies of these directives are available on each desk.
9. Each patron is personally responsible for all items checked out and must return them to the circulation desk before leaving. Materials may not be transferred to another reader. Upon request, Ransom Center materials may be held on reserve for a limited time.
10. Digital reproductions of collections materials may be ordered, and users are allowed to take their own digital copies *for reference purposes only*. Additional information concerning photoduplication policies is available in the Digital Photography and Materials Use policies.
11. No materials will be paged during the last half hour of the working day. All items must be turned in to the desk at least fifteen minutes before closing (normally 4:45pm during the week and 11:45am on Saturday).
12. When exiting the RVR (except for brief trips to the bathrooms or reception area), patrons must return all materials to the circulation desk and retrieve their clearance slips. Slips initialed by the circulation attendant must be presented to the receptionist before leaving. **All items taken out of the RVR are subject to examination.**

