

# Suffolk University Archives

## Reading Room Policies and Procedures

Welcome to the Suffolk University Archives. This facility is open to students, staff, faculty, and the general public. In order to provide you with quality service, we have established the following procedures:

1. Read the Reading Room Policy and complete a **Reading Room Registration Form** on your first visit to the collection in any given academic year.
2. Materials in the Moakley Archive **do not circulate**, and may be used only in the Reading Room.
3. If you plan to use a large collection or a large amount of materials, we appreciate advance notice to prepare for your visit.
4. **No food or drink allowed** in the Reading Room.
5. Lockers and locks are provided for personal items. You may take a notebook (bound or spiral); paper for note-taking is available from Archives staff.
6. Laptop computers may be used in the Reading Room. Please leave the carrying case in locker.
7. **Please turn off all cell phones and pagers.**
8. Cameras, scanners and other photo duplication devices are not allowed.
9. Please wash your hands before you handle any archival material or supplies and after any food breaks.
10. **Use pencil only!** Pen ink can damage collection materials. Pencils are available in the Reading Room.
11. **Handle materials with care.** Please do not exert pressure on the materials, such as leaning on, tracing, or writing on them. Gloves for handling photographs and fragile items are available from Archives staff.
12. **Please retain the order in which manuscript and photograph collections are placed in the boxes and folders. Use “Place Markers” when removing folders or files from a box, and please remove only one folder or file at a time.**
13. If you would like photocopies, please consult with a staff member. Reasonable requests can be accommodated depending on the condition of the materials and staffing levels.
14. Members of the Suffolk University community will receive 20 courtesy copies free of charge.
15. Please be aware that retrieval for off-site material may take 2-3 days.

### **Logistics:**

- Restrooms are located on the 5<sup>th</sup> and 6<sup>th</sup> floors.
- There is a cafeteria on the 4<sup>th</sup> floor of the Law School.