

Weymouth Tufts Collection Rules & Policies

Researchers must contact the Reference Department prior to their visit to make an appointment and describe their inquiry.

We need your help to ensure that the items you are handling will be available to future generations of researchers. Please use care in handling all materials in the Weymouth Tufts Collection.

Every user is expected to abide by the following policies designed to preserve the materials.

- Provide a valid picture ID to the Reference staff member to be kept by them while you view the materials
- Complete a Researcher Registration form
- You will be given a desk to examine materials at. Only items permitted on the desk are:
 - Paper
 - Pencils
 - Laptop, tablet, smartphone, digital camera
 - Personal books are allowed at the discretion of the Reference Librarian
- Not permitted on/near the desk:
 - Food or beverages
 - Pens
 - Scanners
 - Bags, purses, folders, or cases of any kind
 - Strollers
 - Young children
- Copies: If you wish to take pictures of materials using a flash free digital device, see the Reference Librarian for approval. Permission to photograph is contingent upon adherence to our *Rules for Digital Photography*. Photocopying services may not be possible for fragile materials. See the Reference Librarian and, if photocopies are feasible, fill out a *Photocopy Request Form*. Copies are made only by staff members.
- Research materials may not be removed, and must be returned directly to a staff member. Materials will be given one folder at a time and folders must be kept flat on the table. The documents must be kept in order within folders. Do not lean on the materials. Researchers may be required to use white cotton gloves while handling photographs. Special handling considerations are at the discretion of the Reference Librarian.
- If you wish to publish any item(s) from the Weymouth Tufts Collection you must complete and submit a *Permission to Publish Form*

Should you have any questions or concerns about any of these rules, please do not hesitate to discuss them with our staff.