



Rules For The Use Of The Harvard University Archives Collections

The Harvard University Archives grants access to its holdings subject to University policies and donor restrictions. The following rules apply to the use of all Archives holdings.

Registration

- All researchers must complete a registration form and present photo identification at their first visit.
- Returning researchers should notify reference staff of changes in registration information.
- All researchers must sign the registration book daily upon entering the reading room.

Reading room use

- Coats, briefcases, backpacks, computer cases and other belongings must be left in the reading room closet or lockers.
- Only note-taking materials (notepaper, pencils, laptop, digital camera) may be taken to the tables.
- Use pencil only. Pens, highlighters, and post-it notes are not allowed.
- Food and drink, including gum, candy, and water, are prohibited from the reading room.
- Cell phone use is restricted to the lobby.

Requesting materials

The Harvard University Archives stacks are closed and collections do not circulate.

- A separate call slip must be completed for each item requested.
- No material will be retrieved for reading room use after 3:45 pm.
- Only a limited amount of material may be kept at a table.
- Some Archives collections are stored off site. Advance notice is required for retrieval and use in the reading room. Off-site material requested by 3 p.m. is usually available by 11 a.m. on the following business day.

Handling collections

All material must be handled with great care; researchers who mishandle material may be denied access to collections.

- Do not remove any items from a folder. For questions about a specific item, take the entire box or folder to the reference desk or ask a member of the reference staff to review the material at the table.
- Do not rearrange any items within a folder or any folders within a box. If material appears to be out of order, please tell the reference staff.
- Do not place notebooks, notepaper, or computers on top of material.
- Gloves must be worn when handling photographs.
- When leaving for the day or an extended break, return all materials to their proper containers and bring the containers to the reference desk. Materials not used for one week will be returned to storage.

Copy requests

All copy requests are subject to the approval of the reference staff. Some material cannot be photocopied due to physical condition or other restrictions. For more information, see [Reproductions](#).

- Self-service photocopying is not available.
- Prior permission is required for the use of cameras and tape recorders. Scanners are not allowed.

Publication

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