



READING ROOM REGULATIONS

Visitors to the Caltech Archives are expected to comply with Reading Room regulations and to conduct themselves in an appropriate manner. We request that the following rules be observed by all readers.

1. All readers must sign and date the Archives' register daily.
2. No food, beverages, or chewing gum are permitted in the Reading Room.
3. Readers are requested to surrender briefcases, backpacks and handbags to the care of Archives personnel. In order to protect both readers and the collections, only a very limited amount of paper, if any, may be taken by readers to their work spaces. Permission to introduce personal material to the work space is at the discretion of the archivist on duty.
4. Pens are not permitted. Archives paper and pencils will be supplied.
5. No more than two manuscript boxes or the equivalent will be provided at one time. Rearranging, folding or other disruption of the contents of folders is not permitted.
6. No public computer terminals are available in the Archives. Laptop computers are permitted. Wireless internet is available without prior registration. (See [Information for Visitors.](#))
7. Self-service digital photography may be permitted for some collections, subject to curatorial approval. (See [Request for Self-Service Archival Reproductions.](#))
8. All notebooks and papers retained at the Reading Room table by a reader will be subject to search at the end of the research period.
9. In the event of an emergency, all visitors must leave the premises immediately. Instructions will be given by Archives' staff on evacuation routes.