



Reading Room and Archive Conditions of Use

- Research at the Museum is by appointment only.
- No containers of any type are allowed in the reading room or archive. These include (but are not limited to) purses, handbags, backpacks, fanny packs, envelopes, and all notebooks containing pockets. These items and coats and umbrellas must be stored in a locker on the top floor entrance area. Museum staff will provide researchers with a key to a locker upon arrival.
- Pens are not allowed. Only pencil, typewriters, or laptop computers may be used in reading room and archive.
- Scanners and digital cameras are allowed in the reading room as long as the collection being researched is in good condition. Please apprise staff of what you will be bringing before your appointment.
- Photocopies and reproductions of materials can be made by staff upon request (Please see Reproduction Order Form for fees).
- Cell phones are not permitted in the reading room. Please make cell phone calls outside the reading room or archive.
- Pencils, paper, pencil sharpeners, rulers, magnifying glasses, and other tools to assist you with your research are available upon request.
- Smoking, eating, and drinking are prohibited in the reading room and archive.
- Museum collections are non-circulating; they may not be checked out or removed from the building for any reason.
- Handle collection material with extreme care. Keep materials flat on the table.

- No marks may be made in Museum materials.
- Cotton gloves must be used when handling all photographic and manuscript material. Museum staff will provide researchers with gloves.
- Museum staff will assist researchers in handling microfilm, artifacts, or other non-print material.
- Use one box, folder, or item at a time. Use slips of paper provided by Museum staff as placeholder for folders removed from boxes.
- Leave all items in boxes or folders in their original order. If an item is out of order, please bring it to the attention of Museum staff and DO NOT rearrange materials yourself.
- All reading room activities are monitored by Museum staff.
- All reproduction and use fees must be paid at time of service.
- The Museum reserves the right to inspect any briefcase, typewriter case, handbag, parcel, notebook, book, or other personal property before they are removed from the premises, per Penal Code Section 490.5.
- It is the policy of the Sacramento Valley Museum to fully cooperate with the public and honor our obligation under law to provide public access to documents which are public records, while protecting individuals' privacy rights.

By my signature I declare that I have read, understand, and agree with all parts of the Reading Room and Archive Conditions of Use and will strive to fulfill all parts therein.

Signature of Researcher

Date