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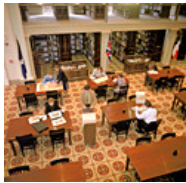
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WILLIAMS RESEARCH CENTER

READING ROOM GUIDELINES, WILLIAMS RESEARCH CENTER

The Williams Research Center strives to offer a quiet, congenial environment for research, and to promote access to our collections while safeguarding their condition. Accordingly, visitors are asked to observe these simple guidelines while using the reading room:

1. All property not essential to research, including briefcases, books, cameras, coats, hats, etc., must be stored in the designated location. Secure lockers for personal effects are available.
2. In consideration of all researchers, a quiet atmosphere must be maintained. The use of cellular telephones is not permitted in the Reading Room.
3. The following are not allowed in the Reading Room: beverages, cameras, chewing gum, smoking, pets, and children under the age of 12.
4. Please use pencil only for note taking. Do not use ink or pens in the Reading Room.
5. Help us preserve our materials by observing the following precautions:
 - A) Make no mark on materials.
 - B) Do not place your notebook or papers on top of materials.
 - C) Do not rest books or other objects on materials.
 - D) Touch only the edges of materials.
 - E) Do not refold items in new or different ways than as they came to you.
 - F) Exercise extreme care in the arrangement of unbound materials.
 - G) Please report any disarrangement of materials to a staff person on duty.
 - H) Never remove items from encapsulation.
 - I) For certain collections, researchers may be required to wear white gloves, which we will provide.
 - J) Manuscript items may be viewed only one item or folder at a time.
 - K) Only one microfilm reel may be given to the researcher at a time.
6. Photocopies obtained at the Williams Research Center or the Historic New Orleans Collection must not be further duplicated.
7. Access to and photocopying of collections may be restricted or denied at the discretion of the reference staff. The photocopying of unique, fragile, oversize, and hand colored images is not permitted. The Williams Research Center cannot authorize copying of images for which reproduction is not permitted.
8. The collection retains the right to search any personal effects brought into the Reading Room by patrons.

533 Royal Street • New Orleans, LA 70130
 504-523-4662 Hours: Tuesday - Saturday 9:30 - 4:30
 Royal Street Complex also open on Sunday 10:30 - 4:30



410 Chartres Street • New Orleans, LA 70130
 504-523-4662

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