

Museum of South Texas History
Margaret H. McAllen Memorial Archives

Reading Room Regulations

- **Circulation**: The archives are closed stacks and non-circulating. Researchers may not browse the storage areas, and only archives staff may remove materials.
- **Security**: All bags, coats, hats, or other personal items must be stored in a locker provided outside the Reading Room.
- **Registration**: Users must complete an annual registration form during their first visit and discuss research needs with staff. A log of subsequent visits for that year will be kept.
- **Handling of Materials**:
 - Use only pencils or a laptop computer for note taking. Computer carrying cases must be stored in a locker. Personal scanners and digital cameras are not permitted. **Electronic equipment may not be used to photograph materials.**
 - Patrons are allowed one box of manuscripts at a time and must remove only one folder at a time.
 - Materials should be laid flat on the table. Books should not be placed face down, rested on another book, or held in one's lap. Special weights are available for holding pages open.
 - Do not mark on, trace, lean on, fold or tear archival materials.
 - Please turn pages gently.
 - Use cotton gloves when handling photographs and negatives.
- **Original order**: Preserve the established order of items in folders and the numerical order of folders in boxes. If something appears to be out of order, alert archives staff but do not rearrange it.
- **Reproduction**:
 - Ask staff for copying procedure if you need photocopies or digital copies. Manuscripts may only be copied or scanned by archival staff.
 - Allow a two-week-turn-around for photographs and for scans of documents depending on size of order (limited to no more than 50 pages per order) and place in reproduction queue. Please view price list for services.
 - A "Permission to Publish" form must be completed in order to publish any archival material in any format including but not limited to websites, books and other printed materials, advertisements, audio/visual products, and exhibits.
- **Copyright**: The patron assumes responsibility for compliance with copyright, literary rights, or other legal questions arising from patron use of archival material. A copyright statement is posted in the Reading Room.
- **Citation**: Cite materials used for display or in published or unpublished works. [Item, Collection Name]. Margaret H. McAllen Memorial Archives, Museum of South Texas History, Edinburg, TX.
- **Other Regulations**: Eating, drinking, and tobacco use are prohibited in the Reading Room. Children under the age of 13 are not allowed in the Reading Room.