

# Lou Smith Library Reading Room Rules

**2023 Season Hours: Thu-Fri 10am-12pm & 1pm-3pm, and by appointment.**

1. No food, beverages, smoking, pets, or animals are permitted in any area of the Library & Archives.
2. Children under 12 must be accompanied and supervised by an adult at all times.
3. Hands should be clean before handling materials. Please avoid applying creams or lotions to your hands immediately before handling materials as the oils can transfer and cause considerable damage.
4. Use only pencils when taking notes.
5. Be mindful of other visitors and silence any electronic devices while in the library.
6. Do not lay paper or cards on an object when writing notes. This practice leaves an impression that will shorten the life of the material.
7. Do not lay books open face down or employ harmful bookmarks such as pencils, rulers, other books, etc. Broken spines and torn pages are the result of such treatment.
8. If paper slips must be used as bookmarks, please take extra care to remove all of them before returning the material. If left inside, they can put a strain on the spine and can eventually cause discoloration of the paper or leave a mark from the acidic nature of the paper.
9. Do not attempt to open stuck pages in a book. Please consult the present staff member in each case.
10. Do not rearrange the order in which materials are delivered to you. No marks may be added to or erased from any material.
11. Do not make tracings or rubbings of archival material.
12. While material from these collections is in your hands, it is your responsibility. Please respect it and handle it with care.
13. Do not photocopy material without first asking the Library & Archives staff. Some material is too fragile to be photocopied or requires special handling.
14. The Library & Archives reserve the right to inspect all research material and all personal articles before a patron leaves the area.
15. Use of materials may be restricted by donor request, if in poor physical condition, to protect personal privacy or legitimate proprietary rights, to maintain reasonable administrative confidentiality, or if unprocessed. The Library & Archives staff will state if any requested material is restricted.

**The Antique Boat Museum Library & Archives reserves the right to refuse photocopying requests at any time.**