Reading Room Policies

Since much of the material in this repository is rare, often unique, and sometimes fragile or brittle, it is essential that particular care be taken in handling each book and manuscript. Persons found to be involved in the mutilation, destruction or theft of materials are subject to prosecution. We request your cooperation in preserving these valuable and irreplaceable collections by observing the following procedures and regulations:

1. On your first visit to the repository, you will be asked to complete a registration form and may be asked to provide two forms of identification, at least one of which contains a photograph and current address.
2. Arrive at the reading room with clean hands, washed only with soap and water. Lotions and hand sanitizers are to be avoided before handling materials as they contain harmful residues.
3. All researchers must sign the researcher log daily.
4. Only those items necessary for researchers (sheets of paper, pencil, laptop) are permitted in the reading room. Personal camera/scanner use is permitted with permission of staff members. Ink and correction fluid is prohibited to avoid damage to materials.
5. Coats, umbrellas, purses, briefcases, backpacks, carrying cases, portfolios, and other items not needed for research must be deposited in the lockers. As a security measure, the staff reserves the right to inspect all personal items brought into the building.
6. Reading room tables are reserved for the use of repository materials and other items necessary for research and note taking.
7. Eating, drinking, and smoking are not permitted.
8. The use of cellphones is prohibited. Researchers must leave the reading room to make or receive calls.
9. All repository materials are non-circulating and must be used only in the reading room.
10. Repository materials are housed in a vault and closed stacks. A finding aid is available online for each collection. Based on an examination of the finding aids, a request must be made for each item or collection (using a call slip) to facilitate its retrieval and to establish responsibility for its use.
11. Materials shall not be written on, leaned on, altered, folded anew, traced, or handled in any way likely to inflict damage. Notify staff of anything needing preservation attention.
12. When using archive and manuscript material, manuscript boxes shall remain on the provided shelving cart. Material shall be used one box at a time. Remove only one folder at a time and place on the reading room table.
13. Do not rearrange the material yourself. If a mistake in arrangement is suspected, call it to the attention of the staff.
14. When closing a folder, check to make certain all papers are clear of the crease in order to avoid damage to papers.
15. All materials should be returned to staff 10 minutes prior to closing time.
16. Reproduction services are available. Papers to be copied/scanned should be marked by tabs provided by library staff. A staff member will make the copies/scans for you.
17. Gloves will be provided for handling photographs.
18. Permission to publish or display copies or our holdings must be requested in writing and approved by the Library and Archives director.
19. The George C. Marshall Foundation reserves the right to make a charge for the use of the Archives and to impose such other regulations and restrictions as it deems appropriate in any individual case.