**Rules for Use**

Shaw Historical Library

3201 Campus Dr.

Klamath Falls, OR 97601

(541) 885-1686

**General Rules**

* No materials belonging to the Shaw Historical Library may be removed from the premises.
* All patrons and visitors are required to register before using library materials and show appropriate identification (any official identification with photograph).
* Patrons may not eat or drink in the Shaw Historical Library.
* Backpacks, bags, briefcases, purses, and other materials not essential to work are to be left in a designated area. Computers may be used if computer cases are checked in.
* Patrons may use only pencil. Pens are not permitted.
* Photocopying of materials in possible through request. Photocopying may be limited for preservation or copyright reasons.
* Inform the library staff if material are found to be out of order, misdates, or in need of repair.

**Rules for Using Book Collections**

* Books must be read at a table with the spine of the book supported.
* Be careful not to exert pressure on books by resting an arm on the books or by writing notes on top of books.
* Turn pages carefully to avoid damage.

**Rules for Using Manuscript Collections**

* Only one box may be opened at a time.
* All materials must be maintained in the order in which they were found. Remove one file at a time and use place markers.
* Documents should not be removed from folders.
* Do not place writing paper over materials when taking notes.
* Turn pages in a manner that will not tear or bend them. Place pencils down when turning pages.
* Items the patron wishes to have photocopied should be marked with a placeholder before the item or folder to be copied.
* Guidelines for citing manuscript materials are available from Library staff. The guidelines should always be follwed in footnotes, endnotes, and bibiographies citing Shaw Historical Library archival materials.
* Permission to examine manuscripts and photocopies of materials are not authorization to publish the materials. Request for permission to publish must be made separately on forms provided for that purpose.

**Rules for Using Photograph Collections**

* Cotton gloves (provided by the library) should be worn when handling all photographs.
* Only one photograph should be removed from its sleeve at a time.
* The order of the photographs in the box should be maintained.
* Photograph reproduction is available upon request. Policies and request forms for photographic reproduction are available from library staff.