

# Caroline E. Stras Research Room Rules and Guidelines

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- 1) Please sign in at the front desk when arriving. Please sign out when leaving.
- 2) Kindly turn your phone off or to silent mode. If you must take a call, please step outside the reading room.
- 3) Cubby holes are provided for backpacks, handbags and other large cases. You may use a laptop or a tablet device to take notes.
- 4) Please do not use pens or markers when working with a collection. If you take notes on paper, please use pencil and the goldenrod paper for taking notes. Both are available at the reference desk.
- 5) Request material for research by speaking to the staff at the reference desk. Your information will be entered into our Patron Database. An NMSU identification card or a valid Driver's License is required. It is advisable, but not required, to call 575-646-7455 or email [archives@lib.nmsu.edu](mailto:archives@lib.nmsu.edu) your requests in advance so that it can be ready upon your arrival. Folders will be delivered only in their boxes.
- 6) Because of the time it takes to retrieve items, requests for materials cannot be accepted after 15 minutes before closing.
- 7) Please keep the contents of a folder in the same order in which they have been placed in the folder.
- 8) Gloves are not needed when using papers since they may lead to torn pages. You may be asked to use gloves for some materials, particularly when handling photographic prints and negatives.
- 9) Should you want copies of material, please complete a Duplication slip accurately and precisely and place it in the folder where the page(s). Duplication slips are in the wire baskets on each table. Take the boxes with items to be copied to the reference desk, where you will be asked to fill out an invoice. Payment is required before copies are made. Accepted forms of payment are check or cash. We may not be able to make a copy when the material is fragile or there are copyright issues involved.
- 10) For the protection of our collection, no food or drink is allowed in the reading room.
- 11) There may be additional guidelines or procedures for using certain materials or collections.
- 12) No personal scanners are permitted in the reading room; taking photographs with a cell phone, tablet, or digital camera is permissible, however. Tripods and set-ups that might fall over onto materials or researchers are not allowed, nor are flash devices. There is no charge for taking photographs with such devices."