

## Reagan Library Research Room Rules and Procedures

**A MISUSE OF DOCUMENTS OR CONTINUED WILLFUL DISREGARD OF RESEARCH ROOM PROCEDURES WILL RESULT IN REVOCATION OF RESEARCHER PRIVILEGES.**

Normal Research Room hours are 9:00am to 5:00pm Monday through Friday, except for national holidays. Any changes will be announced ahead of time on the "Research" page of the Reagan Library website, [www.reaganlibrary.gov](http://www.reaganlibrary.gov). For more information, contact your archivist.

### When You Arrive

- Go to the Reagan Library Research Entrance, a set of large double doors located in the Library courtyard to the left of the museum lobby. After you ring the Research Entrance doorbell, a security guard will greet you and inspect any bags or briefcases. You will then be escorted to the Research Room.
- A Research Room attendant is on duty whenever researchers are present. If no one is in the research room when you arrive, a security guard will contact the archives staff. There should be only a slight delay before an archives staff member arrives to assist you.
- Upon completion of a research application and showing of personal identification (such as a driver's license, student ID, or passport), you will be issued a researcher identification card valid for one year.
- You will be given an orientation on the use of the Research Room, the proper handling of our records, how to request records, and how to use the self-service photocopier.
- You will be issued a researcher badge each day. You must wear this badge for the entire research day, so that Security and other staff members know that you are here to do research.
- You must sign the Research Room register each day, recording your researcher card number, badge number, and arrival and departure times.
- Children under age 16 must be accompanied by an adult. If the child is here to do research, then both the child and the adult must fill out an application and be issued a researcher card. The adult will have to show photo ID. If the child has a photo ID, this will have to be shown as well.
- A wireless network is available for researcher use.

### What You Can Bring

Lockers are available at no charge for storing personal items and items not allowed in the Research Room. Locker keys must be returned at the end of each day. Researchers may not leave items overnight.

### To help preserve our original records and prevent theft of material, the following items are banned from the Research Room:

- Food and drink (These are allowed **only** in the Café and the museum lobby.)
- Smoking (No smoking is allowed anywhere in the building)
- Pens (Pencils are available in the Research Room)
- Blank paper and note cards, except for those that we supply in the Research Room
- Backpacks, purses, briefcases, bags, and similar containers
- Laptop cases
- Automatic document feeders
- Handheld scanners

### The following can be brought into the Research Room:

- Pencils
- Reagan Library forms
- Personal computers

### Subject to conditions, you may bring in:

- Notes or other materials necessary for your research. However, the Research Room attendant will need to inspect them when you bring them in and take them out.

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- Coats and jackets, provided that you wear them. If you are not going to wear an item, you must put it in one of the lockers.
  - Cell phones and pagers. Please set them to silent/vibrate. Phone conversations must be taken into the museum lobby.
  - Approved cameras and scanners:
    - **Flatbed scanners** (no autofeed) are allowed but must accommodate the full document.
    - **Digital cameras and smart phones** may be used to capture images of documents; however:
      - No flash photography is allowed.
      - Any photographic equipment may be prohibited if it is deemed overly disruptive to other researchers, interferes with the normal operation of the Research Room, or requires any action that might place the documents at risk of damage.
      - Photographing of audiovisual material is prohibited.
- If you have any doubt about your equipment, please contact us before you arrive.

### **Entering and Exiting During the Day**

- You must inform the Research Room attendant when you are stepping out of the Research Room for any reason, even if only for a brief break or to make a call. You must put away all boxes and folders of records before leaving the room. The Research Room attendant will check any items that you take out of the room, including notes and laptop cases.
- Please exit the secure area via the Museum Lobby, not the Research Entrance. To get to the Lobby from the Research Room, go left to the locked door at the end of the hallway.
- To return to the Research Room from outside the secure area, you may go to either the Museum Lobby or the Research Entrance. In either case, a guard will need to inspect your belongings before you return.

### **Requesting and Using Material**

- To request material, a request slip must be filled out and returned to the Research Room attendant. No new material will be served after 4:30pm. Any material requested after 4:30 will have to be served on the next research day.
- You may request up to two cartloads of material, but you may use only one of the carts at a time. The Library will hold material overnight if you intend to continue using it on the next research day.
- **You must have only one box, and only one folder from that box, open and on the table at one time.** You must mark your place in the box with a marker supplied by the Research Room attendant.
- **If you want to copy, photograph, or scan something, you must have the Research Room attendant remove any staples from it.** You may bring a box of material at a time to the attendant for staple removal. You may also bring a folder at a time, making sure that there is an out card in the box at the place where the folder belongs. However, you may not take individual documents, or unfolded groups of documents, away from your desk.
- The Research Room has two self-service photocopiers which are available at 25 cents per page. For full instructions and rules, please see the handout "Using the Research Room Photocopiers."
- **Handle material with care.** Do not write on, fold, unstaple, disarrange, or otherwise handle documents in a manner likely to damage them.
- If you think that material is missing or out of order, please tell the Research Room attendant. Do not try to fix the problem yourself!

### **Departing for the Day**

- When you are ready to leave for the day, you must inform the Research Room attendant. The attendant will open any laptop computers, and check any notes or other materials, before you go to your locker to retrieve your belongings. After you have your belongings, you must return the locker key to the attendant and enter your departure time in the Research Room register.
- Be sure and tell the attendant if you are finished with your research visit. If you are not, please tell the attendant when you are returning.