

**Charles Deering McCormick  
Library of Special Collections**

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### Reading Room Policies

1. Use of the Reading Room is reserved for patrons consulting Special Collections materials.
2. No food or drink is allowed, including closed water bottles.
3. All coats, bags, brief cases, purses, etc. must be left in the entry area or in lockers.
4. Laptops and tablets may be used, but cases and sleeves are not allowed in the Reading Room.
5. Secure lockers are available.
6. No special credentials or permissions are required to use Special Collections materials.
7. No pens are allowed. Please use pencil only.
8. Readers must fill out complete call slips for all items they wish to consult.
9. Our collections do not circulate. They are only available for use in our Reading Room during our normal business hours. All material must be returned to the front desk 5 minutes before closing time.
10. Cell phones must be set to silent. Calls may not be made in the Reading Room.
11. Special Collections material must be handled with great care. Use foam supports with fragile books, turn pages carefully, do not add or remove any marks, and do not lean or rest books or other objects on them. Ask staff if you want book weights to help keep volumes open and do not use any other objects to keep volumes open. Make sure your hands are clean. The order of manuscript materials must not be altered and paper flags are provided to help keep folders in order.
12. Scanning and photography is only allowed with staff approval. Patrons must fill out a Researcher Agreement Form before making any reproductions. Reproduction requests may be denied due to fragility or other considerations.
13. All material must be returned to the front desk after use. Items to be used in the near future may be reserved at the front desk.
14. The Reading Room is a quiet research space. Conversation must be kept to a minimum.
15. All readers must abide by the following Non-Disclosure Policy: *The materials that I have requested may contain Social Security numbers. I agree that I will not record, reproduce, or disclose any Social Security number that may be included in the materials that I have requested. I understand that violation of this Non-Disclosure Policy may result in the loss of research privileges.*