



Auraria Library Special Collections Reading Room Policies (PATRON VERSION)

All patrons must abide by the Special Collections Reading Room Policies at all times. Patrons who violate any part of the Policy may be asked to leave the Reading Room. The following items are **NOT** permitted in the Special Collections Reading Room unless stored in provided cabinets:

- **Food and beverages**
- **Backpacks, briefcases, book bags, large handbags, laptop computer bags**
- **Outer garments (large jackets or coats)**
- **Scanners**
- **Tape or glue**
- **Scissors, X-acto knives, or any non-prescription sharp objects**
- **Post-It notes**
- **Highlighters or markers**
- **Pens**

Plants and non-service animals are not allowed in the Reading Room.

For your convenience, lockers are available in the Reading Room to securely store the above items while you make use of Special Collections materials.

While using items in the Reading Room, please follow these rules:

- Use only pencils to take notes.
- Digital cameras are allowed, but flash photography is not.
- Small handbags allowed in the Reading Room must be closed and placed on the floor.
- Books must be supported as evenly as possible to prevent strain on bindings. Staff will provide pillows, book weights, and stands as necessary.
- Handle materials with clean, dry hands; staff will provide gloves where appropriate.
- Do not use or apply lotions, perfumes, or hand sanitizers while in the reading room.
- Do not mark pages or write on paper laid on top of a book.
- Do not use ordinary paper to mark your place in a book. Acid-free bookmarks are available at the Reading Room desk.
- Carefully unfold and refold maps and fold-outs. If the item is large or you are unsure of the folding sequence, please see the Reading Room attendant for assistance.
- Turn off or silence your cell phone in the Reading Room.