

Reading Room Policies

Food and drink are not allowed in the Archives.

Upon entering the Archives, all patrons must sign in at the reception desk on the first floor. Patrons should also sign out upon leaving the building.

All coats, backpacks, purses, bags, computer bags, and other materials must also be checked in with the archivist.

Archives staff reserves the right to examine any personal materials being brought into or taken out of the Reading Room.

Materials are available for use ONLY in the Reading Room.

Because many of the materials in this department are extremely fragile, only PENCILS shall be used in the Reading Room. The use of ink and ballpoint pens are NOT permitted while using materials in the Reading Room. Pencils and paper are available from the archivist.

Placing notebook paper on top of materials and sketching, tracing and/or writing thereon is strictly prohibited. Researchers must exercise extreme care while using all materials and, if, at any time, you have question or concerns about the proper way to handle any book(s) and/or material(s) please see the archivist.

Please keep all material in its original order; see Staff on how to mark the material you wish to photocopy. If in the course of your research a filing error is detected, please inform the Staff.

Photocopying is possible depending on the condition of the materials. There is a minimum 24-hour turnaround time on all photocopies, and the decision to permit or prohibit reproduction of any material is at the sole discretion of the Library. This decision is final. Please consult the Reproduction Policy for more information.

The Reading Room computers are for staff use only and cell phone usage is not permitted.

No materials will be available to patrons after 4:30 P.M. Monday –Friday. Additionally, researchers must return all borrowed materials 15 minutes prior to closing.

Permission to publish any part of these materials must be obtained in writing prior to publication and the Cincinnati State Archives shall be given credit for any materials used.

No items may be removed from the shelves in the Reading Room without permission from the staff. If permission is granted to remove an item from the shelf, please return it to the archivist rather than re-shelving it.