THE JANE CARLSON WILLIAMS ’60 ARCHIVES ACCESS TO PHYSICAL MATERIALS GUIDELINES

In order to preserve our archival materials and artifacts, and to make your visit a success, please read and follow these guidelines.

**Yes, bring it with you!**
- Cameras
- Cell phones
- Laptops and Tablets
- Notebooks and blank paper for taking notes
- Pencils

**Sorry, please leave it at home:**
- Books and newspapers
- Food and drinks
- Pens, markers, and highlighters
- Scanners or printers

**For your convenience, the archives provides:**
- Gloves for handing photographic prints, negatives, and slides
- Light box for viewing negatives and slides
- Magnifying glasses
- Outlets for laptop computers
- Pencils and paper
- Photocopying machines, scanners, and color printer
- Wi-Fi

**How to handle archival materials:**
Because physical collections are often one-of-a-kind and may be fragile; please handle everything with care.

- Please don’t erase or make marks on the materials.
- Do not trace or write notes/place notebooks on top of materials.
- Materials should be used/placed on a table, not on the floor, on a chair, or on your lap.
- Please clean your hands before you handle materials.
- Wear gloves provided by the archivist if handling either photographs or photographic negatives.
- Remove only one folder from a box at a time.
- Put folders and items back in the same order and facing the same way you received them.
- If any material is discovered to be out of order, please notify the archivist.
- Do not rearrange items.