



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 handling 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.