

# Guidelines for Use of the Patricia D. Klingenstein Library Collections

*Your care and support help us to maintain our collections for future generations. Thank you for your cooperation.*

The library collections of the New-York Historical Society may be consulted by any researcher who 1) presents a **current U.S. state driver's license, U.S. state non-driver ID, or passport**, 2) completes the library's online registration form, 3) and agrees to the following guidelines. Students at the high school level or younger are encouraged to visit the library with an adult, such as a teacher or parent. **Only those using the library's collections may proceed past the reading room display cases. Adherence to the following policies is a requirement for admittance to the reading room and use of the library's collections.**

## 1. Registration

- The registration form is available through the library's online request system (<https://nyhs.aeon.atlas-sys.com/aeon/>) and may be completed ahead of time or on arrival in the reading room. When checking personal items on the first floor (see below), be sure to keep with you a current U.S. state driver's license, U.S. state non-driver ID, or passport. You will need this for registration.
- Appointments are required for the use of materials in the Department of Prints, Photographs, and Architectural Collections.

## 2. Security

- **The following items may be carried into the reading room:**  
Laptops and tablets (without cases); digital cameras; cell phones and personal audio devices; and up to five (5) pages of loose paper which will be stamped by library staff.
- Clear plastic bags will be provided at coat check for wallets, medication, or other small/personal items. These bags must be visible at all times, placed on the reading room tables, apart from and not on top of materials from the collections.
- **All other personal belongings must be checked on the first floor, including:**  
Bags of any size; outerwear such as overcoats, raincoats, parkas, anoraks, and windbreakers; umbrellas; binders, folders, notebooks, index cards, outside books.
- **Layers of indoor clothing**, such as sweaters and blazers, **must be worn** throughout your research visit, **or left at the coat check** on the first floor.
- No food, gum, drinks, or pens are permitted in the library reading room.
- **All personal belongings are subject to inspection and search** upon exiting the reading room.
- To protect the safety and security of our collections, **surveillance cameras are operating in the reading room at all times.**
- Do not leave library collections or personal property unattended in the reading room.

## 3. Use and Handling of Library Collections

- The N-YHS Library is a closed stacks library; all materials are paged by the library staff for use in the reading room. Library staff may assign seats to researchers.
- Library collections must remain on the table during use. Arms, elbows, note paper, laptops, cameras, and phones should not be rested on library collections.
- Researchers should turn pages slowly and carefully; book supports, provided for bound volumes, must be used at all times.
- **Four items from the Printed Collections** may be used simultaneously. **In the case of rare materials, just one item** may be viewed at a time.
- **For items from the Manuscript Department and Department of Prints, Photographs, and Architectural Collections, only one folder may be removed from a box at a time.** It should be placed flat on the table or in a book support, per the instructions of the librarian. Please be mindful of the order of items within folders, as it is very important to preserve the existing arrangement of materials.
- **Researchers wishing to access architectural drawings** should be aware that due to their fragility and size, special restrictions and handling procedures apply.
- If microfilm or other surrogate formats of original materials are available, researchers are asked to consult those, unless there is a compelling reason to view the originals, in which case a request must be made in writing and submitted to the Director of the Library for approval in advance of the researcher's visit.

## 4. Reproductions and Rights Clearance

- All **photocopying**, other than making copies from microfilm, is done by the library staff, and is at their discretion. Not all collections or items are suitable for copying. There is a limit of 20 photocopies per person per day on-site. Additional copies may be ordered and paid for on-site for delivery by mail.
- **Photography** for individual research **is allowed in the reading room in accordance with the guidelines** provided in the information sheet, "Guidelines for Photographing Collections in the Library."
- Researchers interested in **images for publication or other commercial use** should contact the **N-YHS Office of Right & Reproductions** for information regarding permissions and fees.
- The N-YHS Library makes all of its materials available to researchers on an "as is" basis and without any right to use the materials for any purpose. Researchers are responsible for identifying and clearing any rights in the materials and for indemnifying the N-YHS Library for any claims arising out of their use.

**I agree to the above conditions and policies:**

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_