

## Rules for Visiting LAA Researchers

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**Purpose: This document provides the rules and security measures all Library and Archives (LAA) researchers must adhere to when accessing and handling Autry collection items.**

- Before coming onsite, researchers must have an appointment scheduled and confirmed by LAA staff.
- All visiting LAA researchers are required to sign-in at the Resources Center (RC) Security desk in the lobby and be issued a sticker or badge.
- All visiting LAA researchers are required to also sign-out at the Resources Center (RC) Security desk in the lobby upon leaving and return locker key and badge, if issued.
- All personal belongings not allowed in the Reading Room must be stored in the lockers located in the RC lobby. However, the Autry is not responsible for any researcher's personal belongings.
- No eating, drinking (except for water in sealed containers), or smoking is allowed inside the building.
- Please refrain from talking loudly while inside the LAA Reading Room.
- Only laptops, cell phones, pencils, and water in a sealed container are allowed in the Reading Room.
- All cell phones must be set on silent.
- No ink-based writing instruments are allowed (i.e. pens, markers, highlighters)
- All researchers will receive an orientation on handling material before they conduct their research.
- It is crucial that items, both folders and individual documents, remain in the original filing order. Please bring any misfiled items to the attention of the staff, but do not re-file items on your own.
- Researchers must step outside the Reading Room and away from the entrance door when taking personal phone calls.
- Reproductions services are available for reference purposes only and provided at the discretion of the library staff. For more information, see the LAA *Reproduction for Research Use* policy.
- Taking images with personal cameras will be allowed at the discretion of the library staff. For more information, see the LAA *Personal Camera Use* policy.

### *Additional information*

- Book cradles, gloves, acid-free paper slips, and other preservation material will be provided as needed.
- Pencils and paper for notetaking will also be provided as needed
- Temperature may be cool in the reading room. Bringing a sweater or light jacket is recommended.

Researchers will also be subject to and required to observe all rules, regulations and requirements of the Autry, and all applicable County, State and Federal laws including, but not limited to, confidentiality, conflicts of interest, ethical behavior, equal opportunity, compliance, safety, health, and conduct.

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If you plan on publishing or quoting from items in our collection, you may need to obtain permission from both the Autry Museum of the American West and the copyright owner. Please cite as: Autry Museum.

Should the material you consulted here be included in a published work, please consider providing a copy to the Library and Archives at the Autry.

For copies of additional policies mentioned in this document, please contact Library Staff at [rroom@theautry.org](mailto:rroom@theautry.org).