



# Reading Room Rules and Regulations

Researchers are required to observe the following rules:

---

## 1 REGISTRATION

First-time users must complete a registration card. Readers must present a verified Library of Congress photo ID. Readers with unverified cards will be admitted only with the approval of the Section Head of the Records Research and Certification or senior staff of the Copyright Office. *The reading room staff member will enter the researcher's name, Library of Congress ID number, and locker number in the log. Each time a researcher enters or exits the reading room, the staff member will annotate the log.*

---

## 2 PERSONAL PROPERTY

**No** personal belongings, excluding briefcases, notebooks, books, folders, envelopes, purses, or hats are allowed in the reading room. The use of electronic communications devices, such as wireless phones and pagers, is prohibited, and such devices must be silenced. Laptop computers are allowed, but the use of any other electronic devices is subject to staff approval.

**Digital cameras and handheld scanners are allowed for making research copies, but tabletop scanners are prohibited.** Outer garments, including vests, sweaters with pockets, coats, suit coats, and sports jackets, are subject to search. Free lockers are provided to secure personal property. Exceptions may be requested for notes or other material **essential** to research. These items **must** be approved and stamped by reference staff **before** being brought into the reading room. Pens may not be used, and pencils are provided. Locker keys must be returned at the end of the day.

---

## 3 ALL MATERIALS MUST STAY ON CARTS

Only one item at a time may be withdrawn from a cart. **Staff members will advise where materials should be viewed.**

---

## 4 PHOTOCOPYING

**There is a fee for photocopying.** Patrons are required to pay for copies before photocopying any materials. **Researchers must bring all materials to the desk for examination by reference staff before photocopying.** In general, pages in the record books may be copied on the machines in the reading room. Exceptions include materials in fragile condition.

---

## 5 MICROFILM EDITIONS

To promote preservation of the originals, researchers are required to consult microfilm editions as available. For information on how to use the microfilm reader and printer, please see staff for assistance.

---

## 6 HELP SAVE OUR COLLECTIONS

Do not make marks on books, cards, and other materials, do not write notes on top of materials. Exercise the greatest possible care in handling fragile materials. The staff will furnish gloves for handling especially vulnerable items.

---

## 7 POLICE INSPECTION

**No material can be removed from the reading room without approval of the Section Head of the Records Research and Certification or senior staff of the Copyright Office.** It is a violation of federal law punishable by fine and/or imprisonment to steal or willfully damage or destroy manuscripts, books or other Library property. 18 USC 641; 18 USC 1361; 18 USC 2071; 22 D.C. Code 3106; and LCR 610 S 5, LCR 1812. **Researchers should be aware that surveillance cameras are recording all activity in the Copyright Records Reading Room.**

**Researchers must follow all directions of the reference staff regarding the handling of Copyright material.**

*I have read and agree to abide by the above rules and regulations of the Copyright Records Reading Room. I understand that if I violate these rules, the Copyright Office may deny me use of its facilities and collections.*

---

Sign

---

Date