Prior to using the collections of the South Texas Archives & Special Collections, all patrons must read and agree to the following

**Guidelines and Terms of Use of the Reading Room**

1. Patrons must place all purses, briefcases, backpacks, and any other personal items on the cart available for this purpose. Laptops and tablets may be used in the Reading Room.

2. Materials are available for use only in the Reading Room.

3. Absolutely no food or drink is permitted in the Reading Room.

4. Only pencils may be used in the Reading Room.

5. Researchers must exercise extreme care while using all materials. If at any time, you have questions or concerns about the proper way to handle any book(s) and/or material(s), please ask staff for further instructions.

6. Patrons are allowed two items at a given time.

7. Keep all material in its original order; see staff on how to denote material you wish to photocopy. If in the course of your research a filing error is detected, please inform the staff.

8. Scanning and photocopying may be possible depending on the condition of the materials and/or any rights restrictions that may apply. Every attempt will be made to complete orders in a timely manner. The use of cell phones or digital cameras to photograph materials is allowed, if the rules for camera use are followed. The decision to permit or prohibit reproduction of any material is at the sole discretion of the Director. This decision is final.

10. Please turn-off or silence your cell phone in the Reading Room.

11. The Reading Room closes promptly at 5:00 PM Monday – Friday. No materials will be retrieved from the closed stacks after 4:30 PM.

12. Permission to publish any part of the STA materials must be obtained in writing prior to publication and the South Texas Archives shall be given credit for any materials used.

13. Patrons must wash hands before handling materials. You may also be asked to wear gloves when handling certain materials.

I have read and agree to abide by the guidelines: _______________________________________________

Date: ________________________________