

## Reading Room Rules

Please read and observe the following regulations carefully:

1. Fill out the call slip legibly and completely; it will be a matter of permanent record. Be sure to print your full name and complete address. Sign your name when the archival materials have been brought to you. Your signature will then acknowledge your responsibility for the archival material.
2. All archival materials must be used at the tables in the Niels Bohr Library. Never fold, re-arrange, or otherwise disturb the physical state of the archival materials. Fountain pens may not be used while working with archival materials.
3. No facsimile reproduction of archival materials may be made without permission from Library staff. Researchers may not reproduce more than one-third of any collection. (See photocopying procedures for further information)
4. Records 25 years old or less of the American Institute of Physics, its member Societies, or Societies, or other organizations will never be photocopied except with the permission of an officer of the depositing organization.
5. No food, beverages, or smoking are permitted in the reading.