

Rules for Using Collection Materials

The researcher using collection materials agrees to abide by the following rules:

1. No food or drink is allowed in the research area.
2. The Division reserves the right to check all personal property before the researcher leaves the area.
3. Handle collection materials only in the area designated by staff. Do not remove collection materials from the research area without the permission of the archives staff.
4. Use pencil only for note taking. (If you do not have a pencil, ask the archives staff to supply one.)
5. Exercise the greatest possible care to prevent damage to materials and extreme care in handling fragile items. Do not mark the materials, write notes on top of materials, rest books or other objects on the face or surface of materials. Handle loose sheets, photographs, or book pages by their edges, avoiding so far as possible touching the surface with the hands.
6. Use gloves if you are requested to do so by staff.
7. Preserve the existing order and arrangement of unbound materials, and report any apparent disarrangement to the archives staff. Remove one folder at a time from containers. Replace loose sheets neatly in folders, in their original order. Return the folders to their container in their original order. Do not remove staples, paper clips, or other fasteners. Post-It notes are not allowed.
8. Personal cameras may be used to duplicate materials. Our preferred method of duplication is non-flash photography.
9. Consult the archives staff to determine if other duplication methods may be possible.
10. Notify archives staff before leaving the research area for the day or for an extended period. If you plan to use the materials again in the immediate future, ask archives staff to reserve them for you. If you have finished with material, notify the archives staff so that the material may be removed from the research area.
11. Requests for materials must be made by email, two weeks ahead of your visit. All items must be requested an hour before closing. Items requested after that time will not be retrieved until the next business day.
12. Requests should be sent at least two weeks prior to your visit. Requests after 5pm, on weekends and during holidays may not be processed until the next weekday. Items will not be retrieved within an hour of closing.
13. Some materials may be restricted due to condition issues and unavailable for review.
14. Unpublished material and photographs in the New Orleans Public Library's collections must be properly cited in all publications. The citation should include at least the following elements: Name of Collection, Louisiana Division/City Archives & Special Collections, New Orleans Public Library.

Louisiana Division/City Archives & Special Collections
Main Library
504-596-2610
archivist@nolalibrary.org
archives@nolalibrary.org