Conditions for Using the Library

The Huntington Library is dedicated to making the research experience as rewarding and productive as possible for all readers and to preserving our collections for future generations of scholars. We request your cooperation in following these guidelines in order to secure the stability of our collections and ensure a respectful and comfortable working environment for everyone.

By initialing each statement on the line provided, you indicate your agreement to abide by that specific provision.

Huntington Community Standards of Conduct

I certify that all information used to obtain reader privileges is true and correct. ______

I will treat all Huntington property and the property of any member of The Huntington’s community (such as an employee, volunteer, visitor, or another reader) with care and respect. ______

I will adhere to The Huntington’s policies, which prohibit the following activities on Huntington grounds:
  ● Possessing firearms, weapons, or any other hazardous substance or device.
  ● Smoking, using tobacco or marijuana, or conducting business or research under the influence of alcohol.
  ● Endangering or threatening person(s) or property, including threatening actions or speech, or the disruption of work.
  ● Harassing, intimidating, or coercing any Huntington community member. ______

I will follow all established safety rules. In the event of an evacuation, whether a drill or emergency, I will follow the instructions of Huntington Library staff. ______

Rules for Using the Library

I will present my reader card to enter the Library and will wear my card at all times. ______

I understand that the following items are permitted in the Library:
  ● Erasable pencils
  ● Laptops and electronic devices on silent, and chargers
  ● Personal notebooks and loose-leaf paper (permitted in the open stacks but prohibited in the Ahmanson Reading Room)
  ● Cameras which meet the standards outlined by the Digital Photography Policy ______
I will store all items not described in the “permitted” list in the lockers upon entering the Library. This includes but is not limited to:

- Bags, purses, laptop/tablet sleeves
- Indelible pencils, colored pencils
- Pens, correction fluid, highlighters, post-its, staplers, paper clips, scissors, glue
- Food, including chewing gum, hard candies, and cough drops
- Liquids, including bottled water (water coolers are available in the Library)

I will present my bag for inspection by staff upon leaving the Library.

To prevent irreversible damage to Huntington Library property, I will not add or erase marks, or use post-it notes on any Library materials. Acid-free bookmark slips are provided in the reading rooms.

I will keep a low voice in the reading rooms and will turn off all sounds on electronic devices. I will refrain from behavior that might disturb or distract others.

To avoid straining the network, I will not stream music or video while connected to wifi. This includes Pandora, Hulu, Netflix, BitTorrent software, etc.

**Rules for Rare Materials and the Ahmanson Reading Room (ARR)**

I will keep rare materials in the Ahmanson Reading Room (ARR).

I will use supervisor-provided notepaper or my own electronic device to take notes. I will store personal loose-leaf paper or notebooks/notepads in the lockers. I understand that in certain cases I may request an exception from the Head of Reader Services if I need to bring physical documents for research into the ARR.

I will respect the fragile nature of the Library’s collections and will handle them with care. This includes the following precautions:

- Washing and thoroughly drying hands before consulting rare materials.
- Not applying lotions or gels before consulting rare materials.
- Not licking fingers before turning a page.
- Avoiding wearing large or loose pieces of jewelry that may catch on rare materials.

To ensure security of the materials, if I am stepping out of the ARR for lunch or for more than 15 minutes, I will return my rare materials to the ARR supervisor and request that they be kept on hold for me.

I will use support cradles to view all bound materials, keeping cradles flat on the desk and not propped up.

I will keep loose materials (folders, papers, visual materials) in the order in which they were provided. If anything appears to be missing or out of order, I will notify the supervisor on duty and will not rearrange materials myself.
I will use book weights as needed at page corners/edges to hold the pages open, as using other objects for this purpose may cause irreversible damage.

As needed, I will ask the ARR supervisor to open uncut volumes or unfold dog-eared pages. The supervisor will obtain permission from the curators.

To protect the condition of rare materials, I will avoid touching the surface of text, illustrations, or illuminations on any page, and I will not place anything directly on top of rare materials or on folders containing rare materials. This includes but is not limited to elbows, electronic devices, magnifying equipment, pencils, and book cradles.

To avoid leaving writing impressions, marks, or dents on rare materials, when I am taking notes I will not place my notepaper or electronic devices on top of rare materials or rare materials folders.

If rare materials are provided in Mylar sleeves, I will keep the materials enclosed in the sleeves. If I am handling photos or negatives which are not protected by Mylar sleeves, I will use gloves, which the ARR supervisor can provide.

I understand that I may have up to five rare item requests on hold and that of these requests, I may consult 1 box or 1–3 printed books at a time at my seat.

Additional Acknowledgements

I understand that the Library has a strict policy regarding visitors, and that visitors may be denied entry at any time.

I understand that The Huntington Library is not responsible for loss of or damage to personal property, including electronic devices.

I understand that many areas of the Library are monitored by security cameras.

I understand that California state law authorizes the detention for a reasonable period of any person using these facilities suspected of committing “Library Theft” (Penal Code Section 490.5).

I have read and understand the conditions set forth above. I understand that these policies may change at any time, and that failure to observe any of these rules may result in the withdrawal of reading privileges at The Huntington Library.

_________________________________________                 ___________________________________________
Reader Signature                                      Reader Name

_________________________________________                 ___________________________________________
Reader Username                                      Date