Welcome to The Huntington Library. This document provides information you need to know about using the Library. Please review it before your registration appointment, and keep it handy for quick reference.

For any additional questions, please contact the Reader Services office by emailing reference@huntington.org or calling 626-405-2191.
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Reader Services: 626-405-2191, reference@huntington.org
2018 Reader’s Guide, page 2 of 14, last revised 9/2018
Hours of Operation

Please note that the hours and closures for the Library differ from the hours and closures for the grounds and galleries. Notably, on Tuesdays the Library is open while the grounds are closed, and on Sundays the Library is closed while the grounds are open.

Library

Hours

Mon–Sun  9am–5pm
Tue & Thu  9am–7pm*
Sun  Closed

*On Tuesdays and Thursdays the Library has extended hours until 7pm; however, please note that rare materials are still collected at 4:45pm each day.

Closures

The Library observes the following holidays in 2018:

Mon, Jan 15  Martin Luther King Jr. Day
Mon, Feb 19  Presidents’ Day
Mon, May 28  Memorial Day
Wed, Jul 4  Independence Day
Mon, Sep 3  Labor Day
Thu–Sun, Nov 22–25  Thanksgiving
Sat–Tue, Dec 22–25  Christmas
Sat–Tue, Dec 29–Jan 1  New Year’s

Grounds & Galleries

Hours

Wed–Mon  10am–5pm
Tue  Closed

Closures

Wed, Jul 4  Independence Day
Thu, Nov 22  Thanksgiving
Mon–Tue, Dec 24–25  Christmas

Dining

Red Car Coffee Shop  Daily, 7:30am–5:30pm
1919 Café  Wed–Mon, 10:30am–5:30pm; Tue 10:30am–2pm
Freshwater Dumpling and Noodle House  Wed–Mon, 11:30am–4:30pm
Patio Grill  Sat–Sun, 11am–4pm
Rose Garden Tea Room  (by reservation) Mon & Wed–Fri, 12–5pm; Sat–Sun, 10:30am–5pm
Before You Visit

Scheduling Your Appointment
Once your Aeon application has been approved and you have been granted reading privileges at The Huntington Library, please book your registration appointment with Reader Services at the following link:

https://huntington.acuityscheduling.com/

Registrations are required and must be booked in advance. The appointment calendar fills up quickly, particularly during the summer, so we recommend booking as soon as your travel/lodging plans are set.

To cancel or reschedule, simply use the link in the confirmation email for the initial appointment.

Registration Appointment
Please bring a valid government-issued photo ID. If you are a US citizen, you may provide your driver’s license; if you are international, please provide a passport.

When you arrive at The Huntington, proceed past the Admissions entryway along the designated path that leads to the Munger Research Center. Guards are stationed along the entryway for directional assistance. You do not need to purchase an admission ticket for Library access.

Upon entering the Munger Research Center, please check in with the guard in the lobby, and s/he will alert the Reader Services office to your arrival.

The registration appointment takes approximately 30 minutes. A Reader Services staff member will have you fill out paperwork, will confirm your current information, and will take your photo for your reader card. S/he will also go over procedures for using the Library and can answer any questions you may have.

You may view the registration forms in advance at the following links:

Conditions for Using the Library
https://aeon.huntington.org/files/FormCOU.pdf

Permission to Publish and Digital Photography Policy
https://aeon.huntington.org/files/FormPHOT.pdf

Unlawful Harassment and Discrimination Policy
https://aeon.huntington.org/files/FormHR.pdf

Return Visits
So long as your reader card has not expired, an appointment is not needed to use the Library. The expiration date is printed on the front of your card. If it has expired, please book your renewal appointment:

https://huntington.acuityscheduling.com/

Please also note that renewal eligibility is based on your access type and institutional status. In some cases, renewal eligibility is determined on a case-by-case basis and renewal may require another application.

Reader Services: 626-405-2191, reference@huntington.org
2018 Reader’s Guide, page 4 of 14, last revised 9/2018
Overview of Library Holdings

Rare Materials
The Library’s rare materials holdings include manuscripts (unique, non-printed materials), printed books, photographs, prints, and ephemera.

These materials are closed stacks: please place your requests online in Aeon, and they will be delivered to the Ahmanson Reading Room for you to consult.

General Collections
The Library’s general collections books serve as a supplement to rare materials research. These books may not leave the Library building, but you may check them out to yourself and request a Library shelf on which to store the books for the duration of your research trip.

General collections should not be requested online: they are open stacks and freely browsable, and their location will be listed on their item record in the online catalog.

Searching the Collections

Beginning Your Research Remotely
The following links provide a starting point for exploring the collections in advance of your research trip. If at any point you have questions, you may email Reader Services at reference@huntington.org.

Online Catalog — http://catalog.huntington.org/
The online catalog contains all Library materials acquired or cataloged since 1994. Rare materials have a status of “RARE - PAGE AEON” while general collections books have a status of “ON SHELF” or “CHECKED OUT.” Any items with special statuses such as “IN PROCESS,” “CONSERVATION,” “ON LOAN,” “ON EXHIBIT,” or “NOT AVAILABLE” are not available for use.

Although nearly all printed books are listed in the online catalog, manuscript holdings and visual materials are for the most part represented as collection-level records only. Whenever a digital finding aid is available, the item record for the collection will include a link to the detailed finding aid.

In some cases the item record will note that an unpublished finding aid or summary report is available in the repository. For more information about specific finding aids or records, email reference@huntington.org.

Digital Finding Aids — http://www.oac.cdlib.org/institutions/Huntington+Library
Digitized finding aids for manuscript collections and visual materials collections can be browsed here.

Huntington Digital Library — http://hdl.huntington.org/
A select portion of The Huntington Library’s holdings can be viewed on the Huntington Digital Library (HDL). Currently there are 200,000+ items on the HDL, with new content actively added.

Published Guides Available via Hathitrust — https://www.hathitrust.org/
Published guides by The Huntington Library Press are freely available online in the HathiTrust Digital Library and provide a general overview of the manuscripts collections. Click on “View online at Hathi Trust” in the item record in the catalog:

Guide to American Historical Manuscripts in The Huntington Library (1979)
http://catalog.huntington.org/record=b1527420
http://catalog.huntington.org/record=b1421516

Guide to Literary Manuscripts in The Huntington Library (1979)
http://catalog.huntington.org/record=b1288074

http://catalog.huntington.org/record=b1007060

On-site Only Resources
These resources are available to you once you have arrived at The Huntington and completed your registration appointment. If you are off-site and have questions about specific on-site resources before your arrival, please contact reference@huntington.org with your query.

Printed Finding Aids in the Repository
In some cases, a collection record in the online catalog will note that an unpublished finding aid or summary report is available in the repository. Repository items can be requested online via Aeon for consultation on-site in the Ahmanson Reading Room: click on the link “Request item via Aeon” from the catalog record, and input “finding aid” or “summary report” in the field for “Box/Volume.”

Card Catalogs
Card catalogs are available on-site for consultation.

The printed books card catalog holds entries for books (rare and general collections) cataloged before 1992.

The manuscripts card catalog contains single and group entries for all manuscripts cataloged before 1994. It is particularly thorough in listing collections items at the individual level, and can be searched by Alphabetical, Chronological, or Author.

The card catalog for photos, prints, and ephemera contains entries for photos and prints cataloged before 1995. A small portion of ephemera is also represented in the card catalog. Binders containing hard copy finding aids for visual materials are located next to the card catalog. With photos, prints, and ephemera, even more so than with manuscripts or printed books, we highly encourage you to contact the curators for guidance.

Curator Consultations
We encourage you to contact the curators prior to your arrival at The Huntington Library. Curators possess deep knowledge of the collections and the institution, and can direct you to resources which may not be easily discoverable or listed in the online catalog or the on-site card catalogs. You are welcome to schedule an appointment with a curator to discuss your research.

The contact information for Library curators, including their research areas, may be found here:

http://www.huntington.org/WebAssets/Templates/content.aspx?id=598

If you are not certain which curator is the best contact for your subject area, email reference@huntington.org to request a curatorial referral.
Using Electronic Resources
The Library subscribes to a variety of databases and e-journals, which you will be eligible to access through My Library after you have completed your registration appointment and received your reader card.

A list of current databases is available here:

http://catalog.huntington.org/screens/libinfo_electronicresources.html

A list of current e-journals is available here:

https://huntingtonlib.on.worldcat.org/atoztitles/browse/journals

E-resources may be accessed on- and off-site by logging in using your My Library account and PIN. Once you have completed your registration appointment, you may proceed to set up your My Library account and PIN at the following link:

https://catalog.huntington.org/patroninfo~S0

Other Collections at The Huntington
Art Collection
The Huntington’s E-museum is an online art collections catalog and should be consulted before contacting Art Collection curators:

http://emuseum.huntington.org

Use of the Art Division Print and Drawing Study Room is by appointment only. Consulting prints and drawings requires 10 business days’ notice and a list of no more than 25 items. Consulting art storage materials requires 10 business days’ notice. You may find the contact information for Art Collection curators, including their research areas, on the following page:

http://www.huntington.org/WebAssets/Templates/content.aspx?id=1036

Botanical Library
The Botanical library holds general collections books that can be requested through the online catalog. If the item's location is listed as Botanical Library, click on the “Request” link on the item record. Our general collections staff will alert you once they have retrieved the book from Botanical.

If you would like to view an item whose location is listed as Botanical Rare Collection, please contact a Botanical staff member to arrange an appointment:

Dani Rudeen, Assistant to the Director of the Botanical Gardens
drudeen@huntington.org

Melanie Thorpe, Administrative Assistant
mthorpe@huntington.org
**Using the Library**

**Entering & Exiting Procedures**
There are two security checkpoints, one at Munger Lobby and one at Bookcheck by the Donno Reader Lounge. Either may be used to enter/exit the Library.

When you arrive for the first time each day, present your reader card at the Security desk for check-in. You only need to check in once for the day. Once you have checked in, proceed to the locker room to store your bags and any prohibited items/personal belongings. Clear plastic bags are available near the lockers for you to use to carry permitted items through the Library.

Each time you exit the building, please present your bag(s) for inspection at the Security desk.

**Library Policies**
During the registration appointment, you will be asked to read over the following three forms and indicate your agreement to abide by these policies:

- Conditions for Using the Library
  [https://aeon.huntington.org/files/FormCOU.pdf](https://aeon.huntington.org/files/FormCOU.pdf)

- Permission to Publish and Digital Photography Policy
  [https://aeon.huntington.org/files/FormPHOT.pdf](https://aeon.huntington.org/files/FormPHOT.pdf)

- Unlawful Harassment and Discrimination Policy
  [https://aeon.huntington.org/files/FormHR.pdf](https://aeon.huntington.org/files/FormHR.pdf)

**Accommodations**
Though many of our policies are not flexible for security and/or conservation reasons, when possible and in accordance with ALA policy, Reader Services will make all reasonable accommodations for readers with disabilities. If you have any concerns or questions before your arrival, please reach out to us at reference@huntington.org. You may also speak with a staff member onsite in the Reader Services office.

**Workspaces, Computers & Wireless**

**Ahmanson Reading Room**
The Ahmanson Reading Room is for the consultation of rare materials. Seating is assigned by the supervisor. The room is equipped with wifi (“Reading Room Guest,” no password) and one public computer.

For more information, see the next section, “Using Rare Materials & the Ahmanson Reading Room.”

**Rothenberg Reading Room & Open Stacks**
These areas are available for the consultation of General Collections items. The Rothenberg Reading Room has 20 assigned desks and 20 unassigned (“open”) desks. There is additional seating available in the Donno Reader Lounge, Central Hallway, and throughout the open stacks including the North Wing 3rd floor.

Wifi is strongest in the Rothenberg Reading Room, the Donno Reader Lounge, and the North Wing 3rd floor, and partially available throughout the rest of the open stacks. The network is “HEH Guest,” no password.

Three public computers are located in the Donno Reader Lounge and two in the card catalog areas.
Outdoor Patios
If you are not using any Library materials at all, you are welcome to sit on the patio by the Admissions area, along the entryway, or outside the 1919 café. Wifi is available in these areas (“HEH Guest,” no password).

Shelf & Desk Assignments
The Library has shelves, desks, and carrels that may be assigned to readers who actively use the Library. If you are interested in a desk or carrel assignment, please contact the General Collections manager, cadde@huntington.org. Priority is given to grant-sponsored and out-of-state scholars.

For a shelf assignment in the Ahmanson Reading Room, please see a staff member in the Reader Services office. Please note that once 30 days have elapsed since your last check-in to the Ahmanson, staff will clear your shelf and re-shelve your materials in order to free up space. This re-shelving policy only applies to shelf assignments in the Ahmanson Reading Room.

For a shelf assignment in the Rothenberg Reading Room, please see a staff member in the General Collections office located in the Donno Reader Lounge.

You may have one assigned space in the Library at a time. Please refrain from storing personal items on shelves, as the Library cannot be responsible for securing them.

Photography, Copying & Photoduplication Services

Photography
Digital photography with a camera or a phone is permitted in both the Ahmanson Reading Room as well as the General Collections/open stacks, with settings on silent/mute and no flash. (d)SLRs, scanners, and tripods are not permitted.

The full digital photography policy may be viewed here:

https://aeon.huntington.org/files/FormPHOT.pdf

Copy Center
A self-service copy center is available for copying/scanning general collections materials. The fee for B&W printing is $0.10 per page. There is no fee for scanning with the Bookeye (B&W available only).

Professional Photoduplication Services
Please place all orders for imaging services online via Aeon. The list of pricing and turnaround times may also be viewed online:


Please note that when you initially place a photoduplication request, it will occupy one of your five permitted active requests in Aeon. As soon as staff process each photoduplication request, the request will disappear from your total request count.

If the quantity of photoduplication requests you need to place exceeds the available number of active request slots, you may email reference@huntington.org or call the Reader Services office.
Borrowing from Other Libraries

InterLibrary Loan
You may request books from other libraries by filling out the ILL request form available in the Reader Services office. The service fee for each ILL request is $15.

CalTech and Fuller Seminary
Your reader card grants you library privileges at the California Institute of Technology (Caltech) and at Fuller Theological Seminary. To obtain a library card from either institute, you will need to present your current reader card and a government-issued photo ID at the circulation desk during staffed hours.

CalTech
https://www.library.caltech.edu/about/millikan-library

Fuller
http://library.fuller.edu/hours/

Video Surveillance
To safeguard the collections, many areas of the Library are monitored by cameras, including the Ahmanson Reading Room and the open stacks areas.

Using Rare Materials & the Ahmanson Reading Room
All rare materials must be requested online in Aeon and viewed in the Ahmanson Reading Room. If you are not viewing rare materials, please consider using the open stacks areas for seating.

Requesting Rare Materials
Place all requests online via Aeon:

https://aeon.huntington.org

Your Aeon username is the one you set up when you initially registered for an account on Aeon. If you have forgotten your username, email reference@huntington.org.

If you have forgotten your password, click on “Forgot password?” on the Aeon login page and a password reset link will be sent to the email address associated with the Aeon username. If you do not receive this email, email reference@huntington.org to request that your password be reset manually.

Aeon is used for placing requests and for checking on the status of your requests, and is not a catalog/discovery tool. For more information about finding rare materials, please see the section titled “Researching the Collections.” Typically we recommend beginning your search with the online catalog:

http://catalog.huntington.org

You may have up to five active requests at a time. This is not a daily limit: as soon as you return an item, you are freeing up that slot immediately so you may place another request.
Once 30 days have elapsed since your last check-in to the Ahmanson, staff will re-shelve your materials in order to free up space. You may re-request materials at any time using Aeon.

**Paging Schedule**
The paging schedule is as follows:

**Mon–Fri:** 8:45am, 10am, 11am, 2pm, 3pm  
**Sat:** 10am, 2pm

All rare materials must be returned by the 4:45pm bell each day, including on days when the Library has extended hours.

**Estimating Turnaround**
As an example: if an item is requested at 1:30pm on a Tuesday, the next paging run will be at 2pm. The item will typically arrive in the Ahmanson around 3pm depending on its physical location and position in the queue. As you wait, you can check the request status of the item online in Aeon.

**Ahmanson Reading Room Procedures**
Enter the Ahmanson Reading Room through the Reader Services office and check in at the Supervisor Desk to receive your daily seat assignment.

Book cradles are required to view any bound rare material—printed book, manuscript, facsimile, or otherwise. Cradles are located to the left of the Supervisor Desk, along with weights and snakes. The only exception to this rule is General Collections books from the open stacks: these do not require cradles.

If you prefer to write longhand, you may obtain notepaper from the Supervisor Desk. Acid-free archival slips, a pencil sharpener, pencils, and tissues are available at the Supervisor Desk. Also available by request at the Supervisor Desk are rulers, magnifying glasses, and gloves (where appropriate, such as when handling negatives or photographs that are not in a protective Mylar sleeve).

To view rare materials, simply show your reader card at the Supervisor Desk and let the supervisor know which of your requested material(s) you would like to view first. An item is available at the Supervisor Desk for checkout once the item status in Aeon is “In Ahmanson Reading Room” or “Item on Stacks Reserve.”

If you are consulting boxes or manuscripts, you may check out one box or manuscript at a time. If you are consulting printed books, you may check out 1–3 volumes at a time: the supervisor will make this determination based on the condition of the volumes.

When stepping out of the Ahmanson Reading Room for more than 15 minutes, please return rare materials to the Supervisor Desk, specifying that you’d like to keep the item(s) on hold. If you are stepping out of the Ahmanson Reading Room for a short break under 15 minutes, you may keep your material at your seat.

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**General Collections & Open Stacks**

**Checking Out General Collections Books**
The self-checkout terminal is located in the Donno Reader Lounge. Be sure to check out any books that you are using at this location.
You may return checked-out books to the re-shelving carts. There is a re-shelving cart located in the Reader Services office, a cart near the printed books card catalog, and a cart up by the scholars’ offices on the second floor of Munger. Maps are available in the Reader Services office for guidance.

General collections books may not leave the Library building, but you may request a shelf on which to store books for the duration of your research trip (see “Shelf & Desk Assignments” under “Using the Library”).

The item record for general collections books will indicate the item location in the Library. Maps are available in the Reader Services office for guidance.

If an item is marked “CHECKED OUT,” click on “Request” on the item record and staff will retrieve the book for you.

**My Library Account & Checkout History**
Once you have completed your registration appointment, you may proceed to set up your My Library account and PIN using the instructions at the following link:

https://catalog.huntington.org/patroninfo~S0

While Aeon allows you to track your rare materials checkouts, My Library allows you to track general collections checkouts.

For privacy reasons, your checkout history is by default “Opt Out.” If you wish for the system to track your checkout history, you must click on “Reading History” and then click “Opt In.” If you have books that were returned prior to clicking on “Opt In,” those books will not appear in your reading history.

You may click on “Opt Out” at any time to delete the record for your reading history (this action is permanent).

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**Library Events**

*Reader Coffee Hour*
Reader Coffee Hour is held every Tuesday from 3–4pm in the Donno Reader Lounge. Coffee, tea, and cookies are provided, and the event is an opportunity to socialize with other readers and Library staff.

*Brown Bag Talks*
Reader Services hosts lunchtime “brown bag” talks by readers and research fellows on their work with the Library collections. These talks are advertised in the reader newsletter and on flyers posted in the Library.

If you are interested in giving a brown bag talk, you may speak with Reader Services office staff or email reference@huntington.org to request a proposal form.

*Library Tours*
Library tours are offered Mondays and Wednesdays at 3pm, departing from inside the Reader Services office, and involve a brief (15min) walk around the Library building.
Additional Events

Research Conferences and Lectures
Flyers for on-campus conferences and lectures are posted within the Reader Services office and in the Donno Reader Lounge. The on-campus events for the month will always be included in the reader newsletter emailed out every month (see the “Reader Newsletter” section).

The Research Division hosts conferences and lectures. More information about upcoming/past events can be found on the Research Division’s page:

http://www.huntington.org/research

Seminars
The USC-Huntington Early Modern Studies Institute (EMSI) and the Huntington-USC Institute for California & the West (ICW) also frequently hold seminars on-campus. More information is available here:

Early Modern Studies Institute
http://dornsife.usc.edu/emsi/events/

Institute for California & the West
http://dornsife.usc.edu/icw/currentevents/

Public Events
More information about non-research related public events at The Huntington Library can be found on The Huntington’s online calendar:

http://huntington.org/WebAssets/Templates/calendar.aspx

Reader Newsletter
Reader Services sends out periodical emails to readers subscribed to the mailing list. At the beginning of each month, a newsletter is sent out to announce on-campus conferences/lectures, newly cataloged collections, and other Library news and events for the month. Individual eblasts are also sent out regarding brown bag talks and other special events.

When you sign up online for your registration appointment, you will receive an email containing instructions for optionally joining the mailing list. You may also request to join by emailing reference@huntington.org.

To leave the list, click on the “Unsubscribe” link at the bottom of any newsletter. You will also be unsubscribed if you have not opened any newsletters in 6–9 months. To re-subscribe, contact reference@huntington.org
Reader Privileges

Grounds & Galleries
Your reader card grants you complimentary access to the grounds and galleries.

Guest Policy

Grounds & Galleries
You may request one free guest pass a day, any day except Tuesday, at the Admissions window. Your guest must be present to receive the pass. Guest passes grant access to the grounds and galleries but guests are not permitted to enter the Library.

Library/Research Center
Guests may not enter the Library. If you wish to invite colleagues to see the Library for a brief tour of 30 minutes or less, you can obtain clearance in advance by requesting and submitting a visitor form to Reader Services office staff at least two business days prior to the proposed visit date. Please be sure to review the Rules of Conduct on the visitor policy form carefully.

Dining
Present your reader card at the register to receive a 30% discount off food and beverages at all destinations excluding the Rose Garden Tea Room, and 40% off coffee at the Red Car Coffee Shop with the use of a 16oz commuter cup.

Nondiscrimination
Reader Services is committed to providing an environment that is free of discrimination and harassment, and in which all individuals are treated with respect and dignity. If you have any concerns, we welcome you to speak with us at any time. You may speak with staff in the Reader Services office or with Anne Blecksmith, Head of Reader Services.