



Research Room Rules and Procedures

Research room hours are 9:30am to 5:00pm, Monday through Friday, except for national holidays.

To enter the research room, researchers must speak with the admissions person at the Museum Lobby Desk. The researcher will then be escorted by an Archives staff member to the Research Room. Researchers must wear a Nixon Library researcher's badge, issued upon their arrival to the research room, at all times.

Upon completion of a research application, presentation of a government or school issued identification and a brief orientation, the researcher will be issued a researcher identification card. This card is valid for one year.

Researchers may not bring personal belongings into the research room without the consent of the research room attendant. Lockers are available at no charge, but locker keys must be returned at the end of each day. Researchers may not leave items overnight. Upon the researcher's exit, the research room attendant may ask to inspect his or her notes.

Researchers may not eat, drink, or smoke in the research room. Smoking is permitted outside the building only.

The use of cellular phones and pagers is prohibited in the research room. Please either turn your phone/pagers off or place them on vibrate. Any phone conversations must be conducted in the museum lobby.

Only pencils, Library forms, personal computers, flatbed scanners and digital cameras may be brought into the research room. However, computers, flatbed scanners and digital cameras must be National Archives and Records Administration (NARA) approved. The Library will supply pencils, paper, and index cards for note taking. Researchers may bring their own loose leaf notes into the research room; however, they must be stamped by the research room attendant. Personal notepads are not allowed in the research room. Flatbed scanners are allowed but must accommodate the full document. No automatic document feeders or handheld scanners are allowed.

Researchers may make photocopies at 20 cents per page. Please see the self-service copy handout for further instructions. Nixon Library staff can photocopy material for researchers at a cost of 75 cents per page with a \$10.00 minimum order. For a photocopy order form, please see the research room attendant.

The use of digital cameras to capture images of documents instead of photocopying is permitted. However, no flash photography of documents is allowed. Additionally, the use of photography equipment may be prohibited if it is deemed overly disruptive to other researchers, interferes with the normal operation of the research room or places the documents at risk of damage. The use of digital cameras to capture images of audiovisual materials is prohibited.

Prior to photocopying, scanning, or taking a digital photograph, please bring the entire box to the research room attendant for inspection. The research room attendant must inspect all boxes before copies can be made. All copies must be given to the research room attendant until the researcher pays for the copies and is ready to leave for the day.

To request material, please fill out a request slip and give it to the research room attendant. No request slips will be accepted after 4:00pm. Researchers may request up to two cartloads of materials at one time, but may examine only one cart of material at a time. The Library will hold material overnight if a researcher intends to continue using it the next day.

Researchers may have only one box, and only one folder from that box, open and on the table at one time. Mark your

place in the box with a marker supplied by the research room attendant. Researchers must take the entire box to the photocopier, not individual documents or folders.

Handle the material with care. Do not write on, fold, unstaple, disarrange, or otherwise handle documents in a manner likely to damage them.

**A MISUSE OF THE DOCUMENTS OR DISREGARD OF RESEARCH ROOM PROCEDURES
COULD RESULT IN A LOSS OF RESEARCH PRIVILEGES.**