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1. To protect others’ privacy, do not photograph the Reading and Viewing Room, other researchers, or staff.

2. Use only cameras, cell phones or related hand-held photographic devices. Disable clicks and audible alerts whenever possible. We are unable to accommodate tripods, camera flash, laptop cameras, desktop scanners, videography, or special lighting. For your safety and the security of our collections, do not stand on tables or chairs.

3. Staff are available to assist you with handling materials carefully. Support bound volumes in a book cradle without applying pressure to the book spine. Photograph unbound material in the order in which it is housed in its original folder. Photographs must not be removed from their protective enclosures. Unbound materials must remain flat on the table.

4. When photographing items, document complete and accurate source information. We suggest photographing each item along with its corresponding Aeon slip. This information will be needed in publication citations and should you need to order publication-quality images.

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