



HARRY RANSOM  
CENTER

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The University of Texas at Austin

## Reading and Viewing Room (RVR) Guidelines

1. All materials in the Harry Ransom Center collections are non-circulating. They are housed in closed stacks and will be delivered to you in the Reading and Viewing Room.
2. Begin by registering at the Reception Desk outside the Reading and Viewing Room. Please be prepared to show a current photo ID (college/university, driver's license, passport, etc.) on arrival. As part of the registration process, please create a [research account](#). This may be set up at your first visit or created remotely. At your first visit you will be asked to view a brief orientation video on using the facility and handling collection materials properly.
3. We provide lockers to stow your personal belongings. Storage of handguns is not allowed in Ransom Center lockers or other areas. For questions please refer to the University's Campus Carry website: <https://campuscarry.utexas.edu/>
4. Please review the list of regulations below for what is and is not permitted in the RVR:
  - Collection material is kept safest when handled with clean and dry hands. Nearby restrooms are conveniently located for hand-washing before entering the RVR.
  - Please finish all beverages, food, gum, mints, and cough drops before entering the RVR.
  - Please store the following items in your locker: hats (except religious headwear), sunglasses, bags and purses, electronics cases, pens, personal notebooks, index cards, sticky notes, and folders. Large coats and jackets may be stored in the coat closet.
  - Use only pencils in the Reading and Viewing Room. Extra pencils, pencil sharpeners, and yellow paper are provided.
  - Make any handwritten notes on yellow paper. Laptop computers removed from their cases are permitted. Patrons may complete identification slips for up to five personal books to be taken into the reading room. RVR staff reserves the right to further limit personal belongings on a case-by-case basis.
  - Please turn off the sound on all electronics and digital cameras and only take phone calls outside the Reading and Viewing Room.
  - When leaving and returning the same day, feel free to leave personal items at your workspace. Please close books left at your workspace and return manuscript materials to their folder and box.
  - All items taken out of the RVR are subject to examination.

- We are unable to page new material after 4:30pm. Please return your checked-out items to the circulation desk by 4:45pm.
- We are happy to keep items on hold for you for up to one week. Please speak with a staff member for more information.

5. In order to promote a quiet and safe environment for the use of the collection and to protect the rights of all students, researchers, faculty and staff, the Center requires that all patrons behave in a respectful manner, toward library staff and faculty, and toward one another. Patrons will refrain from behavior that proves unsafe or disruptive to the study environment. Anyone engaging in disruptive behavior may be denied further access to the Reading and Viewing Room.

6. Each patron is responsible for items requested using their research account. A permanent record of each transaction is maintained. Materials may not be transferred between patrons. Please keep the call slip with the material at all times.

7. You may order digital reproductions of collection materials; fees may apply. Patrons who review and agree to the Materials Use Policy and Camera Use Policy are able to take their own digital photos. Scanners, tripods, camera flashes, and special lighting equipment are not allowed in the RVR. Additional information concerning camera use and photoduplication is available in policies posted at <http://www.hrc.utexas.edu/research/>.

8. Access to some materials requires advance notice or an appointment scheduled in advance of visiting (including some oversized material, costumes, personal effects, fine art, photography, and collections stored offsite); these materials may not be available on Saturdays without previous arrangements for them to be placed on reserve.

Curatorial staff and/or RVR staff can advise you regarding access to and availability of particular collections. We strongly encourage out-of-town patrons to contact us before arrival at [reference@hrc.utexas.edu](mailto:reference@hrc.utexas.edu).