Reading and Viewing Room (RVR) Guidelines

1. We encourage you to refer to the CDC “Symptoms of COVID-19” prior to arrival: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html. We ask you to remain home until any newly developed COVID-19 symptoms subside. For more information, please refer to the University’s Protect Texas Together webpage: https://protect.utexas.edu/visitors/. Masks are available at the Reception Desk for those who choose to wear them.

2. Begin by creating a Research Account, which may be set up at your first visit or remotely: https://research.hrc.utexas.edu/aeon/.

3. Please complete the Patron Visit Form whether you are a new patron or have visited in the past: https://utexas.qualtrics.com/jfe/form/SV_agcQLg07g2S8ySa. Tell us about the goals and timing of your visit. Our capacity, hours, and staffing are limited until further notice, so we are offering pre-paging whenever possible.

4. To enter the RVR, register at the Reception Desk. Please show a current photo ID (college/university, driver's license, passport, etc.) on arrival. At your first visit you will view a brief orientation video on using the facility and handling collection materials properly: https://www.hrc.utexas.edu/research/#orientation-video.

5. We provide lockers to stow your personal belongings. Storage of handguns is not allowed in Ransom Center lockers or other areas.

6. Please review the guidance 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 (including water), food, gum, and cough drops before entering the Reading and Viewing Room.
- Please store the following items in your locker: sunglasses, bags, electronics cases, pens, 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 available.
- 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
We strongly encourage patrons to fill out a Patron Visit Form: https://utexas.qualtrics.com/jfe/form/SV_agcQLg07q258yS5a, and to contact us before arrival: reference@hrc.utexas.edu.