



# HARRY RANSOM CENTER

THE UNIVERSITY OF TEXAS AT AUSTIN

## READING AND VIEWING ROOM (RVR) REGULATIONS

1. The Ransom Center Reading and Viewing Room (RVR) is for use by patrons using collection materials. We may require patrons of high school age to be accompanied by an adult.
2. The Ransom Center does not allow materials to circulate outside the RVR. Patrons are not permitted in stacks areas.
3. Patrons must present a photographic identification card issued by a government agency or educational institution each time they visit the RVR. First-time patrons are required to complete a patron application form and to view a short orientation presentation. Returning patrons may be asked to view the presentation if it has been more than a year since their last visit. Upon registration, patrons will be issued a clearance slip; this slip must be given to the circulation desk attendant in the RVR. Access is on a first-come, first-served basis.
4. The Ransom Center restricts the type of personal belongings that may be brought into the RVR. Personal belongings must be stored outside of the RVR. For more details, see the *HRC Materials Use Policy*. Items not permitted in the RVR include, but are not limited to, the following:

tobacco	bags	stick-on notes
food	equipment cases	clipboards
chewing gum	briefcases	pens or highlighters
beverages	backpacks or luggage	scanners
outerwear	white paper (unless stamped by receptionist)	tripods
hats	spiral notebooks	camera flashes
umbrellas	folders of any kind	special lighting
purses		

5. Storage of handguns is not allowed in Ransom Center lockers or other areas. For questions concerning concealed carry on campus, please refer to the *University Handbook of Operating Procedures* <https://www.policies.utexas.edu/policies/campus-concealed-carry>, and the *Campus Carry* website <https://campuscarry.utexas.edu/>.

6. All handwritten notes must be made in pencil on yellow paper or index cards. Laptop computers removed from their cases are permitted but must be inspected on departure. Patrons may take up to five personal books into the reading room, with an identification slip completed for each one. RVR staff reserves the right to further limit personal belongings on a case-by-case basis.
7. RVR staff reserves the right to limit users who do not have a specific research project to five folders or items, depending on the collection.
8. Each patron is legally responsible for all items requested through their research account; a permanent electronic record of each transaction is maintained in the system. Materials may not be transferred to another reader. A copy of the call slip must remain with the material at all times. Patrons are allowed to keep a limited number of materials on a desk at one time: seven books, one folder of manuscripts, three boxes of photographs, or one box of other visual materials. Upon request, items may be held on reserve for a limited period.
9. Please observe the instructions, set forth in the orientation presentation and available at each desk, about careful handling of materials.
10. Digital reproductions of collections materials may be ordered. Patrons who review the *Materials Use Policy* and who review and sign the *Digital Camera Use Policy* are allowed to take their own digital photos, for reference purposes only. Additional information concerning photoduplication is available in policies posted at <http://www.hrc.utexas.edu/research/>.
11. No materials will be paged during the last half hour of the working day. All items must be turned in to the desk at least fifteen minutes before closing.
12. When exiting the RVR – except for trips to the bathrooms or reception area – patrons must return all materials to the circulation desk and retrieve their clearance slips. Slips must be initialed by the circulation attendant and presented to the receptionist before leaving. All items taken out of the RVR are subject to examination.
13. Some collections in remote storage must be requested at least three days in advance of anticipated use. Please contact the Ransom Center well in advance to request offsite materials.
14. 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.

Materials from Photography, Performing Arts, Film, and Art Collections may not be available on Saturdays unless previous arrangements have been made to place them on reserve. Because of limited staffing and access restrictions, some materials may not be available due to size, condition, preservation and handling concerns, storage location, or security reasons.

To ensure you are able to view the materials you wish to see, curatorial staff should be consulted regarding access to collections and their availability. We strongly encourage patrons to contact us before visiting: <http://www.hrc.utexas.edu/contact/>.