

## GUIDELINES FOR USE

1. Readers are required to deposit coats, hats, briefcases, and other personal property not essential to their work. Readers may take into the Dillon Room only paper and books essential to their immediate research.
  2. Readers are to request materials in advance via email to [Special Collections](#), supplying call numbers and as much bibliographic information as possible. Requests for Pequot Library materials held at the Beinecke Library at Yale University are directed to <http://beinecke.library.yale.edu/visit/planning-your-research-visit> for policies and procedures.
  3. Each reader should be given a current copy of the Guidelines for Use. In addition, as part of the registration process, the reader should sign the appropriate form to indicate understanding and acceptance of the guidelines.
  4. Rare books and manuscripts may be consulted only in the Dillon Room, and no material may be removed from the building.
  5. A staff member must accompany visitors to the Dillon Room at all times.
  6. All materials in the Library must be handled with great care. No marks may be added or erased. No tracings or rubbings may be made without specific permission. Born-digital materials may not be copied, emailed, or otherwise transferred from the Dillon Room. No books, papers, or other objects (except the weights specially provided for holding books open) may be laid on or affixed to the material. The arrangement of manuscript pages must not be altered.
  7. Pencils and single sheets of paper are to be used for notes. Cell phones, tablets, and laptop computers may be brought into the research area and may be used to take notes. No ink of any kind may be used in the research area. Pencils are available at the Circulation Desk.
  8. All materials must be returned to the staff member in attendance when the reader leaves the building. Materials to be used in the immediate future may be reserved at the Circulation Desk.
  9. Researchers are advised that it is their responsibility, not the Library's, to obtain copyright permission to publish, reproduce, or distribute anything from the Special Collections. If publishing material from the Special Collections, please credit Pequot Library Association, Southport, Connecticut.
  10. Photocopying for research purposes will be granted if the item is not too fragile to be copied. The Executive Director or Special Collections Librarian will make that determination. The Library reserves the right to charge for any reproduction. Fees will be made known to the public.
  11. All readers must agree to this Non-Disclosure Policy: "The materials that I have requested may contain Social Security numbers. I agree that I will not record, reproduce, or disclose any Social Security number that may be included in the materials that I have requested. I understand that violation of this Agreement may result in the loss of research privileges at Pequot Library."
  12. Smoking is not permitted within the building. No food or drink may be present in the Dillon Room.
- N.B. The Library's security system includes the use of video on the premises.