

RULES FOR USE OF ARCHIVAL MATERIAL

- Visitors must check all coats and bags, backpacks, briefcases, and parcels, etc. with Museum staff upon entry.
- No food or drink is permitted in the Museum research or exhibit areas.
- Researchers shall have access to one box of material at a time. When folders are removed from a box, placeholders must be used to maintain the existing order.
- ONLY PENCILS may be used for note-taking. Do not mark up archival materials.
- Patrons must use clean hands, and wear gloves if requested when handling photographs and certain other media.
- Scanning, downloading or photography of archival materials is normally prohibited. Any exceptions require the advance written permission of the Board of Trustees.
- Unauthorized use of laptops or tablets, hand-held scanners, recording devices, cell phone cameras, or flash drives is prohibited.
- Permission to publish archival material in any form must be requested in writing.
- The researcher is responsible for abiding by all copyright, libel, and intellectual property laws; for clarifying uncertain copyright status; and for seeking any needed permissions where applicable.
- Visitors must abide by Museum rules and regulations and follow instructions from Museum staff while on Bowne House property.

I have read the above rules and agree to abide by them.

Patron Signature:

Date:

Patron Name (Print):
