Guidelines for Use of Special Collections Materials
California State University, Los Angeles
John F. Kennedy Memorial Library
Special Collections

1. **Pencil only** – no ink or pens.

2. Special Collections and archival materials may only be consulted in the Special Collections reading room. Laptops may be used, but portable copiers and scanners are prohibited.

3. Handle material with care; be sure to maintain the original order of items within each folder. View items flat in their folders on the table, one folder at a time. Do not remove items from the folders and do not make marks or tracings of any kind on the materials.

4. All bags and oversized items are to be placed in the designated area. Only paper and pencil needed to take notes are permitted for use while reviewing Special Collections/Archival materials.

5. Food and/or beverages are prohibited in Special Collections.

6. Use of digital cameras is permitted with approval from the Special Collections Staff. Cameras may not be brought into the department until necessary approvals have been obtained. Digital camera use is subject to the material’s condition, copyright laws, donor-imposed restrictions, and specific conditions and arrangements for preservation.

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   - Flash may not be used in photographing archives, manuscript, or special collections materials.

   - Bound volumes may not be flattened in order to obtain better images and the usual care in handling all archival and special collections materials must be observed.
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