

Research Policy

Before visiting, please review our research policy to ensure a smooth and productive experience.

Library Hours:

- Tuesdays: 11 AM – 3 PM
- 2nd Saturday of each month: 12 PM – 3 PM
(Closed on major holidays. Alternate arrangements may be made at the librarian's discretion.)

If you're traveling from out of town, please call or email ahead to confirm we are open and to ensure relevant materials are available.

Registration:

Upon arrival, please sign in at the front table. The library is on the second floor, on the right.

Guidelines for Visitors:

1. Hang coats and personal items on the hooks provided. Tote bags, computer cases, etc., may be placed on open shelves. Keep only essential materials with you for notetaking.
2. Use **pencils only**; pens, markers, and highlighters are not permitted. Laptops and tablets are welcome. Scanners are not allowed.
3. No smoking, eating, or drinking on the second floor.
4. Volunteers are available to help you find materials. Visitors are allowed in the research library only; materials from other areas will be retrieved by a volunteer.
5. Handle all materials carefully: use one folder at a time, keep papers in order, do not place open books face down or stack them, and avoid pressing on archival items. Gloves may be required for some materials.
6. Materials may **not** be removed from the library.
7. When finished, leave books on the table; do not reshelve. All other materials should be returned to a volunteer.