



READING ROOM GUIDELINES

The Jesuit Archives and Research Center is open to all researchers regardless of academic affiliation or status. Researchers under the age of sixteen must be accompanied by an adult to access materials in the collections. Access to Jesuit Archives holdings is subject to institutional policies and legal restrictions. The following guidelines have been established to provide public access to our collections while maintaining archival standards to protect the collection. Users who violate the guidelines for use may be denied access to the collections. If you need assistance or have a question about these guidelines, please see the staff person on duty or contact us.

Visitors are required to fill out a Researcher Registration Form prior to accessing collections in our Reading Room.

Using the Reading Room

- Please sign our daily patron register each day upon first entering the Reading Room.
- Only note taking materials are permitted at research tables.
- Personal belongings must be placed in the lockers provided.
- Please make sure that the Reading Room supervisor has an unobstructed view of your desk. Do not place boxes or other items on your desk so that they block the supervisor's view of your work.
- Archives staff reserves the right to inspect notebooks and personal belongings as researchers leave the Reading Room.
- The Jesuit Archives and Research Center is not responsible for personal belongings left in lockers or the Reading Room.
- Pencils are the only writing utensils that may be used in the Reading Room. This precludes accidental ink marks on records. Pencils are available on request.
- Food and drink, including gum, candy, and water, are prohibited in the Reading Room.
- Smoking is prohibited in all areas.
- All personal electronics, including cell phones, computers, tablets, and digital cameras, must be muted. Researchers using headphones with electronic devices must keep the volume at a level that is not disruptive to other researchers or staff.
- Cell phone conversations must be held outside the research area.
- Materials will be retrieved up to fifteen minutes before closing.
- Materials may be used only in the Reading Room. Nothing may be checked out or removed from the room.

Handling the Collections

- To view books or documents, complete a request slip and present it to our Reading Room staff. We will bring your items to you and advise you on the proper handling of materials. Please feel free to ask for assistance.
- Use only one box at a time. Remove only one folder from a box at a time.
- Do not place notebooks, notepaper, or computers on top of material. Materials should not be written on, erased on, leaned on, folded anew, traced, or handled in any way likely to inflict damage.
- Keep all materials flat on the table. Do not hold documents while reading them, remove them from their file folders, or change the order of documents within the file folders.
- Materials are not to be placed in the lap or propped against the edge of the table. If necessary, use foam supports with fragile bound materials; Book stands and book weights to hold pages open are available from the Reading Room staff.
- Do not rearrange any items within a folder or any folders within a box. If material appears to be out of order, please tell a member of staff.
- Do not record, reproduce, or disclose sensitive or confidential information which may be included in requested materials. Such material includes, but is not limited to, personally identifiable information; privileged information; and certain other educational, medical, financial, criminal, human resources, or personnel information or documentation. Please alert a member of staff if such material is found.
- Handle all items with care. Ensure that hands are clean before handling materials. White cotton gloves will be provided when handling photographic materials.
- When leaving for the day or an extended break, return all materials to their proper containers.

Duplicating, Citing, and Publishing Collection Materials

- Self-service photocopying is available. All items to be copied are subject to the approval of archives staff. Some material cannot be photocopied due to physical condition or other restrictions.
- The use of digital cameras is allowed and encouraged for patrons who wish to use materials under “fair-use.”
- The correct form of citation is: [Identification of item], [Box number], [Folder number/title]. [Collection name], [Collection number]. Jesuit Archives and Research Center, St. Louis, Missouri. [Date accessed].
- Permission to use the archives does not include the permission to publish the information found within them. The researcher assumes full responsibility for complying with applicable copyright law. Researchers must secure written permission to publish, reprint, or reproduce materials. Please see the [Use-Publication Form](#) for further details.
- When practical, please provide the Jesuit Archives and Research Center with a courtesy copy of publications or products made possible by extensive research in our holdings.