

The Lyndon Baines Johnson Library and Museum
READING ROOM PROCEDURES

March 2004

- The Reading Room is open Monday through Friday from 9:00a.m. to 5:00p.m., except national holidays.
 - All researchers must present a photo ID when filling out the researcher application.
 - Researchers are required to meet with an archivist for an orientation interview prior to conducting research.
1. Following the researcher orientation interview, you will receive an identification card, which you should keep for all subsequent visits to the Reading Room.
 2. Sign the register each day upon entering the Reading Room and note your locker number, if used.
 3. Pencils are allowed in the Reading Room, but pens are **not** permitted. You may take a computer, blank paper, note cards, or tablets to your desk but they must be submitted for examination upon leaving. Other personal belongings (including purses and computer cases) **must** be stored in the lockers.
 4. Prior to leaving for the day and before retrieving personal material from the lockers, present for inspection any items (including computers) used at your desk to the Reading Room staff.
 5. No food or beverage (including water) is allowed in the Reading Room. Smoking is not permitted in the building. Cell phones must be set to silent/vibrate mode, and calls must be made outside the Reading Room.
 6. Immediately following the orientation interview, you may turn in request slips for research material. Subsequent requests will be pulled at ~~9:15, 10:15, 11:15, 1:15, 2:15, 3:15, and 4:15~~. Requests will be held for the following day for interviews conducted after 4:30. **No material is retrieved between 11:15 and 1:15, except for first-time researchers arriving during this period.**
 7. Researchers here every day may hold one cart of material overnight. Researchers who do not visit the Reading Room on a daily basis should limit their requests to the amount of material needed during each visit. If not returning the next day, researchers will be allowed to hold over only one box for a return visit. **All material on hold for any researcher will be refiled if a researcher does not return to the Reading Room within 3 working days.**
 8. Do not lean on, write on, fold, trace, fasten, or unfasten the documents. If a fastener needs to be removed to read a document, **please ask the Reading Room staff to remove the fastener.**
 9. Only one box may be on the desk at a time. It is extremely important to **preserve the original order of the documents within the folders and the boxes**. Remove only one folder from a container at a time, using a place card to mark the location of the folder in use. Documents within the folder must also remain in their original order and **should not be placed upside down or backwards in a folder**. If the documents appear disarranged or misfiled, please inform the staff; do not attempt rearrangement on your own.
 10. Do **not** leave your desk with a document or exchange documents or containers with another researcher. All items must be returned to Reading Room staff *before* another researcher uses them.
 11. It is your responsibility to observe copyright and literary property rights retained by the donor. If possible, the Reading Room staff will provide information on the ownership of such rights.
 12. If you locate documents you wish to have photocopied, please ask the Reading Room staff about copying procedures. **Before turning in your first photocopy request, please ask the Reading Room staff to verify that the forms are filled out correctly.**
 13. You may use a digital camera to copy documents. Ask the Reading Room staff for instructions.
 14. Books, oral histories, and lending copies of finding aids may be checked out for overnight use and **must be returned the following day**.