

## **Procedures for Using the Collections**

All readers are encouraged to use the collections at the Library Company of Philadelphia. Given that the collection items are rare and often fragile, we ask for your help in caring for these materials:

- Please check all coats, bags, and other accessories in the locker room.
- Please wash your hands before using collections.
- Please observe staff recommendations for handling collections.
- Please use only pencils to take notes.
- Please turn off the flash on your camera or smart phone.
- Please keep food out of the reading rooms.
- Water bottles may be stored at the reference desk for handy access away from the collections.
- Please allow for inspection on leaving the reading rooms.

Library staff members are ready to assist you:

### **SCHEIDE READING ROOM**

*For books, manuscripts, and printed materials*

### **GRAPHIC ARTS DEPARTMENT**

*For visual collection materials*

Please note that the reading rooms are under video surveillance to provide for the safety of our collections.