

The Gilder Lehrman Collection

Collection Use Policy

This acknowledgement of Collection Use Policy must be read, signed and given to the Special Collections Librarian prior to use of the Gilder Lehrman Collection.

Qualified researchers may view materials from the Gilder Lehrman Collection in the Patricia D. Klingenstein Library at the New-York Historical Society, by appointment only, Tuesday – Thursday 9:30 a.m. – 3:00 p.m. All researchers must register online and complete an Appointment Request prior to their arrival.

Access to the Collection

- Researchers must present a valid government-issued photo ID before using any material.
- Some materials may require a reference letter specifically addressed to the Gilder Lehrman Collection from a source qualified to evaluate the applicant's use of rare materials. The Special Collections Librarian will contact you in advance if this applies to you
- Coats, briefcases, bags, and laptop cases must be checked.
- Only notepaper, pencils, and laptops are allowed in the reading room.
- The use of pens, highlighters, markers, or post-it notes is strictly prohibited.
- We reserve the right to use photocopies or other reproductions in place of the originals.
- The use of cell phones, including text messaging, is prohibited.
- All materials must be handled with extreme care; researchers who mishandle material may be denied access to our holdings (see the guidelines for handling the Collection below).
- Eating, drinking, smoking, and gum chewing are not permitted in the reading room.
- Researchers must return all materials to the Special Collections Librarian before leaving for the day or for a break.
- Researchers must be 18 years of age or older to use the collection. Students under the age of 18 who wish to do research should contact the Special Collections Librarian.
- All materials must be returned fifteen minutes prior to closing.
- We reserve the right to search researchers' belongings when researchers exit the reading room.
- Hand-held digital cameras may be used by special permission of the librarian for a fee of \$15 per day. Tripods and flash photography are prohibited.
- For reasons of security, preservation of the Collection, and well being of other readers, we reserve the right to withdraw Collection Use privileges at any time.

Handling the Collection

- Wash your hands before handling Collection materials. Avoid applying creams or lotions to hands immediately before handling materials.
- Book supports must be used when using bound materials.
- Cotton gloves must be worn when handling photographs and objects.

- Do not remove items from their clear Mylar sleeves.
- When using materials housed in special enclosures, please be sure to put them back in the same way. If you need assistance re-housing an item, please ask staff.
- The existing order of materials must not be altered under any circumstances. Please advise staff of misplaced or missing items.
- Never place an open book face down.
- Be careful when opening books and turning pages; always lift the top corner of the page.
- Do not use paper clips, rubber bands, post-it notes, or any three-dimensional objects for place markers. Paper bookmarkers will be available.
- Photocopies can be ordered online. Please be aware that not all materials can be photocopied and copy fees will apply. Large copy orders may take up to eight weeks.
- If you have any concerns or difficulties while handling documents, please ask the Special Collections Librarian for assistance.

Thank you for your cooperation. Following these rules will help us to preserve our collections so that researchers can continue to benefit from them for generations to come.

NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Signed: _____ Date: _____

Name (please print): _____