



| Collection Name | Collection Number | Box # / Photo # | Location Code | Notes |
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### Viewing Room Rules

1. Wear cotton gloves when viewing materials unless otherwise specified.
2. Bring only one box into the viewing room at a time, and keep the folders in order.
3. Ink pens are not allowed; please use pencil.
4. Bags and purses are not allowed in the viewing room.
5. Handheld scanners and digital cameras are allowed unless materials are considered too fragile. Conditions will be specified by the staff
6. Sticky notes are not allowed
7. Please fill out a blue slip to notify the staff that you are either done with the materials or will be returning on a specified day.