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- ◆ Place all personal property, including briefcases, purses, backpacks, laptop cases, and notebooks in a locker. Coats must be placed in a locker or on the coat rack. Turn your cell phone to vibrate and answer it in the hall, away from the door. Laptop computers, small wallets, notepaper and pencils may be taken into the reading room.
- ◆ The reading room is a no-pen zone. Only pencils and laptop computers may be used to take notes.
- ◆ Request all items from the reference librarian. Special Collections and Archives materials are not browseable. Request items or photocopying no later than 15 minutes before department closes.
- ◆ There is no self-service photocopying of collection materials. The reference librarian determines what may be copied and staff does all copying. Copies are 20¢ each, and patrons must provide a debit card—available in Copy Services—in order for photocopying to be done.
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- ◆ Do not mark, take notes on or trace on top of library materials. Keep all materials flat on the table; do not place items in your lap or hold them up.
- ◆ Please maintain quiet in deference to your fellow researchers.
- ◆ The Reading Room is reserved for patrons using Special Collections and Archives materials. The public computer in the Reading Room is reserved for using ANTPAC, OAC, and other online tools supporting Special Collections materials.
- ◆ No eating, drinking or gum chewing is permitted in the reading room.
- ◆ If you are using archival or manuscript material:
 - ◆ Retain existing order and arrangement of all unbound and manuscript materials. If an item appears out of order, notify the reference librarian, but do not make the correction yourself.
 - ◆ For permission to publish or to quote from manuscripts and other unpublished materials, please contact the Special Collections and Archives Public Services Librarian (spcoll@uci.edu).
- ◆ Please return all materials to the reference librarian before leaving for the day or for an extended period. If you must leave the reading room temporarily, make arrangements with the reference librarian.
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