



HARRY RANSOM  
CENTER

The University of Texas at Austin

## Reading Room Guidelines

1. We encourage you to refer to the CDC “Symptoms of COVID-19” prior to arrival: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. We ask you to remain home until any newly developed COVID-19 symptoms subside. For more information, please refer to the University’s Protect Texas Together webpage: <https://protect.utexas.edu/visitors/>. Masks are available at the Reception Desk for those who choose to wear them.
2. Begin by creating a Research Account, which may be set up at your first visit or remotely: <https://research.hrc.utexas.edu/aeon/>.
3. Please complete the Patron Visit Form whether you are a new patron or have visited in the past: [https://utexas.qualtrics.com/jfe/form/SV\\_agcQLg07g2S8ySa](https://utexas.qualtrics.com/jfe/form/SV_agcQLg07g2S8ySa). Tell us about the goals and timing of your visit. Our capacity, hours, and staffing are limited until further notice, so we are offering pre-paging whenever possible.
4. To enter the Reading Room, register at the Reception Desk. Please show a current photo ID (college/university, driver's license, passport, etc.) on arrival. At your first visit you will view a brief orientation video on using the facility and handling collection materials properly: <https://www.hrc.utexas.edu/research/#orientation-video>.
5. We provide lockers to stow your personal belongings. Storage of handguns is not allowed in Ransom Center lockers or other areas.
6. Please review the guidance below for what is and is not permitted in the Reading Room:
  - Collection material is kept safest when handled with clean and dry hands. Nearby restrooms are conveniently located for hand-washing before entering the Reading Room.
  - Please finish all beverages (including water), food, gum, and cough drops before entering the Reading Room.
  - Please store the following items in your locker: sunglasses, bags, electronics cases, pens, index cards, sticky notes, and folders. Large coats and jackets may be stored in the coat closet.
  - Use only pencils in the Reading Room. Extra pencils, pencil sharpeners, and yellow paper are available.
  - Make any handwritten notes on yellow paper. Laptop computers removed from their cases are permitted. Patrons may complete identification slips for up to five personal books to be taken

into the Reading Room. Reading Room staff reserves the right to further limit personal belongings on a case-by-case basis.

- Please turn off the sound on all electronics and digital cameras and only take phone calls outside the Reading Room.
  - When leaving the Reading Room and planning to return the same day, you may leave personal items at your workspace. Please close books left at your workspace and return collection materials to their folder and box.
  - We are unable to page new materials after 4pm. By 4:45, please return to your shelf materials you plan to consult another day, and please return to the circulation desk any materials you have finished using.
  - We are pleased to keep items on hold for you for up to one week. Please speak with a staff member for more information.
  - All items taken out of the Reading Room are subject to examination.
7. All materials in the Harry Ransom Center collections are non-circulating. They are housed in closed stacks and will be delivered to you in the Reading Room.
  8. Each patron is responsible for items requested using their research account. A permanent record of each transaction is maintained. Materials may not be transferred between patrons. Please keep the call slip with the material at all times.
  9. In order to promote a quiet and safe environment for the use of the collection and to protect the rights of all students, researchers, faculty, and staff, the Center requires that all behave in a respectful manner toward library staff and faculty, and toward one another. Patrons and visitors will refrain from behavior that proves unsafe or disruptive to the study environment. Anyone engaging in disruptive behavior may be denied further access to the Reading Room.
  10. You may order digital reproductions of collection materials; fees may apply. Patrons who review and agree to the Materials Use Policy and Camera Use Policy are able to take their own digital photos. Scanners, tripods, camera flashes, and special lighting equipment are not allowed in the Reading Room. Additional information concerning camera use and photoduplication is available in policies posted at: <https://www.hrc.utexas.edu/research>.
  11. Access to some materials requires advance notice or an appointment scheduled in advance of visiting (including some oversized material, costumes, personal effects, fine art, photography, and collections stored offsite); these materials may not be available without previous arrangements for them to be placed on reserve. Curatorial staff and/or Reading Room staff can advise you regarding access to and availability of particular collections.

***We strongly encourage patrons to fill out a Patron Visit Form:***

***[https://utexas.qualtrics.com/jfe/form/SV\\_agcQLg07g2S8ySa](https://utexas.qualtrics.com/jfe/form/SV_agcQLg07g2S8ySa), and to contact us before arrival:  
[reference@hrc.utexas.edu](mailto:reference@hrc.utexas.edu).***