



## **DOMINICAN SISTERS OF HOUSTON**

### **Reading Room Policies and Procedure**

Welcome to the Dominican Sisters of Houston Archives! This repository is open to Sisters and the general public. In order to provide you quality service and protect our materials, we ask that you adhere to the following procedures:

1. Read the Reading Room Policies and Procedures document and complete the Research Request Form on or before your first visit. Be prepared to leave your ID with the Archivist during your visit.
2. Materials at the Dominican Sisters of Houston Archives do not circulate. All research materials must remain in the Reading Room.
3. Access to the Archives is granted by appointment only.
4. No food or drink allow is allowed in the Reading Room. Water in bottles with sealable tops are permitted.
5. Laptop computers may be used in the Reading Room.
6. Leave personal items (e.g., backpack, purse, briefcase, computer case, coat, etc.) with the Archivist or in the Library next to the Archives.
7. If taking physical note, please you pencil. No pens are permitted as they may damage collections. Pencils will be available in the Archive.
8. Non-flash photography of materials is permitted. Researchers must submit a request to publish prior to any publication.
9. Handle materials with care. Please do not exert pressure on the materials such as leaning on, tracing, or writing on them. Gloves are required for handling photographs not in plastic sleeves and are available from the Archivist.

10. If you would like photocopies, please ask the Archivist. Reasonable request can be accommodated.
11. Please retain the order in which collections are placed in boxes and folders. Use place markers (the Archivist will provide these) when removing folders and only remove one at a time.