



## Walter Reed Army Institute of Research Archives

Gorgas Memorial Library  
Silver Spring, MD 20910 Telephone 310-319-9555

### USE OF MANUSCRIPTS AND ARCHIVES

The following information answers basic questions regarding the use of manuscripts and archives and alerts researchers to regulations meant to ensure proper use of these materials. Researchers must handle all materials properly and must follow all rules and procedures. If a researcher is handling materials in a way that is potentially damaging, or not following the rules and procedures, a researcher's privileges may be revoked. Photographic identification must be provided. Please acknowledge that you have read these instructions by signing the bottom of this form.

#### Retrieval

All manuscripts and archives are housed in locked cabinets and are non-circulating. Request items by filling out a Research Request form.

Manuscripts and archives may only be examined at the library tables reserved for their use. A Special Collections staff member will bring the materials to you in the research area.

#### Handling of Materials

Please make sure your hands are clean. White gloves will be provided if needed to handle photographs.

Handle materials gently. Do not lean on, trace over, write on, fold, or prop them open. When taking notes, do not write directly on top of materials. Most manuscripts and archival materials are unique and irreplaceable. Researchers must use PENCIL ONLY. The use of ink pens is not allowed since accidental ink stains will permanently and irreversibly deface materials.

Manuscripts and archives must be maintained in the order in which they are received; use only one folder at a time. If material is discovered out of order, do not rearrange it; notify staff.

No food or drinks are allowed near the archival materials.

#### Duplication of Manuscripts, Archives, and Rare Books

Certain restrictions apply to the duplication of manuscripts and archival materials. Only Special Collections staff may photocopy materials from manuscript and archival collections.

Researchers may use personal cameras for images they will be using for their personal reference use.

Special Collections staff may facilitate the creation of high-quality scans or photographic reproductions of archival and manuscript materials.

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### **Acknowledgment**

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- I have read, understand, and agree to follow the foregoing rules for use of manuscripts and archives.

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