

Reading Room Regulations

Material in the Data Library and Archives is unique. Extraordinary care must be taken to ensure the continued availability of this material for research use.

For all patrons:

1. Researchers are strongly encouraged to contact the Data Library and Archives before planning their visit to ensure that:
 - the materials they are interested in are located at the Institution
 - these materials are available for research use
 - the researcher has permission to do research at the Institution
 - the Institution will be open when the researcher arrives
 - staff will be available to assist the researcher
2. Researchers are requested to sign in at the main desk and, if unknown to the staff, show photo identification for each visit to the Data Library and Archives.
3. Researchers are not allowed food or beverages in the reading room. The Buttery, located in a nearby building, is available for cafeteria style dining. Restrooms and drinking water are available outside of the research room.
4. Smoking is prohibited in all WHOI buildings.
5. Proper attire is requested.
6. No pets are allowed in the reading room.
7. The Data Library and Archives stacks and vaults are closed to all researchers.
8. One IBM PC is available in the research room for viewing data on CD-ROM and for access to the Internet. The staff of the Data Library and Archives reserves the right to restrict access to the computer and to set time limits on usage.

For patrons using the archival collection:

1. All briefcases, purses, coats, cellular telephones, and other personal articles must be deposited in the coat area or with a Data Library and Archives staff member. The department reserves the right to inspect all research materials and personal articles before a patron leaves the reading room. Only paper, pencils [no pens or markers], lap top computers, and other needed references or notes may be used in the research area. The staff reserves the right to restrict the use of typewriters, computers, and tape recorders if they are found to disturb other patrons or staff.
2. All items removed from the reading room, including notepaper, reference books, and photocopies of archival materials are subject to inspection by the archives staff. In order to prevent the theft of materials, state law authorizes the detention for a reasonable period of any person using these facilities suspected of committing "Library Theft" (Penal Code Section 490.5).
3. Researchers may request up to 5 boxes at a time to be placed on a cart for the researchers' use. Researchers should use only one box on their desk at any one time. Only one folder at a time should be removed from the box. A place marker will be provided and should be placed in the box for easy and accurate re-filing.
4. Archival materials, including photographs, must be handled with care. Materials should be placed

flat on the desk. Researchers should not lean on, write on, prop up, or fold materials and the existing order of all materials must be maintained. If a filing error is suspected, researchers should report the error to the Data Library and Archives staff. Researchers should not rearrange any material. Surfaces of photographic prints should never be touched (gloves will be provided).

5. Only the Data Library and Archives staff is permitted to make photocopies of archival materials. If you need photocopies of archival material, please request a photocopy order form and flags to mark the material to be photocopied. Place the flags at the beginning and end of the material to be photocopied. Fill out the form in as much detail as possible to ensure you get the copies you need.