



Conditions of Use

- Research at CSH is by appointment only.
- No containers of any type are allowed in the reading room. These include (but are not limited to) purses, handbags, daypacks, fannypacks, envelopes, and all notebooks containing pockets. Coats and umbrellas must be stored in a locker. Place all personal belongings inside one of the lockers provided near the reference desk. CSH staff can provide you with a key and padlock; you are responsible for the key and padlock and will be charged \$10.00 for a replacement in the event they are lost.
- Pens are not allowed. Only pencils, typewriters, or laptop computers may be used in the reading room.
- Cell phones are not permitted in the reading room. Please make cell phone calls outside.
- Pencils, paper, pencil sharpeners, rulers, magnifying glasses, loupes, and other tools to assist you with your research are available upon request.
- Smoking, eating, and drinking are prohibited in the reading room.
- CSH collections are non-circulating; the reading room is reserved for the use of CSH materials only.
- Scanners are not allowed in the reading room. Cameras are allowed only by permission of CSH staff.
- Handle collection materials with extreme care. Keep all materials flat on the table. Bound materials should be supported with a book rest that can be supplied by CSH staff.
- No marks may be made in CSH materials; annotations found in CSH materials should not be removed.

- Cotton gloves must be used when handling all photographic materials. Ask for CSH staff assistance before handling microfilm, artifacts, or other non-print or manuscript materials.
- Use one box, folder, or item at a time. Use flags provided by CSH staff as a placeholder for folders removed from boxes.
- Leave all items in boxes or folders in their original order. If an item is out of order, please bring it to the attention of the Archivist and do not rearrange the materials yourself.
- All reading room activities are monitored by video cameras.
- Please ask for assistance from CSH staff if you are interested in having items photoduplicated.
- All reproduction and use fees must be paid for at the time of service.
- CSH reserves the right to inspect any briefcase, typewriter case, handbag, parcel, notebook, book, or other personal property before they are removed from the premises, per Penal Code Section 490.5.
- It is the policy of the City of Sacramento to fully cooperate with the public and honor our obligation under law to provide public access to documents which are public records, while protecting individuals' privacy rights.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified by the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

CSH reserves the right to refuse to accept a reproduction order if, in its judgment, fulfillment of the order would involve violation of copyright law.