

MASSACHUSETTS CENTER FOR RENAISSANCE STUDIES

READING ROOM PROCEDURES

1. All bags must be stored in the cupboards which flank the fireplaces. Coats must be hung in the coat closet in the hall.
2. Readers may carry to the table ONLY a notebook and pencils. No pens allowed.
3. Center materials are to be used only at the reading room table and may not be used at or carried to another location.
4. No food or drink is allowed in the reading room.
5. To obtain materials, readers should fill out a request form and give it to a staff member or to a docent.
6. Readers will give a staff member his or her driver's license upon receipt of the requested material. The driver's license will be returned when the Center's material is returned.
7. Readers may not write in, erase, or remove any material from the Center's books.
8. Please be respectful of other researchers and of the Center's docents.

I agree to the above conditions.

Signature _____

Name _____

Institution _____

Address _____

Town _____

State & Zip Code _____

Phone _____