

Carnegie Library of Pittsburgh, Archives, Rare Books and Special Collections, Research Request Form and Acknowledgement of Reading Room Rules

Name:
Phone:
Email:
Items Requested:

Please Note: Access to physical and digital materials may be restricted by the condition of gift or transfer; because of their physical condition; or for other reasons. In certain cases, researchers may be required to consult digital surrogates, microfilm, or other copies of manuscripts, rather than originals.

Confidentiality of Research: Information about researchers’ work with the Archives, including their topics and materials used, is kept strictly confidential.

Please see the Collections Access and Use Policy for further information on access, use, rights, and reproductions of requested materials.

Reading Room Rules

- Researchers may have pencils, note cards, paper, and a personal computer in the research area.
- Coats, briefcases, books, and other personal possessions must be stored and are subject to inspection upon leaving.
- Materials may be used only in the research area of the Local History & Genealogy department on the third floor or another designated library space under staff supervision.
- Materials used must be returned to the staff member whenever the researcher leaves the room.
- Eating, drinking, and smoking are not permitted.
- “Flags” or markers are available for indicating material to be photocopied.
- Staff will make physical or digital copies of materials.
- Materials may not be leaned on, written on, folded, traced, or handled in any way likely to damage them.
- Researchers should remove only one folder at a time from boxes and return it before taking another folder.
- Researchers must keep archival materials in their folders, maintaining the order in which they are arranged and handling them as little as possible.
- A staff member should be notified if papers are found to be out of order.
- A staff member should be notified of any torn or very fragile materials that might need repair.
- During use, folders must be kept flat on the table.
- Books must be used on the table, properly supported if necessary.
- Researchers may be asked to wear gloves when handling materials such as photographs or negatives.

Signature: _____

Date: _____

CLP Staff Signature: _____

Date: _____