

*The Alexander Architectural Archive*  
*The University of Texas Libraries*  
*The University of Texas at Austin*  
*Reading Room Rules*

Welcome to the Alexander Architectural Archive. The following list of rules has been adopted as minimal guidelines for the use of Archive materials. We ask your cooperation in adhering to these rules. **If at any time you have questions about the handling of materials, please do not hesitate to ask.** Also, if you come across an item that needs care, please bring it to the attention of a staff member.

The Archive's staff is responsible for safeguarding and preserving the collections for both its physical and intellectual posterity. Observing the rules and practices of the Reading Room is necessary for the Archive to carry out its responsibilities.

In order for you to use the Archive, proper identification and registration are required. All materials are to be used in the Reading Room only. Materials may not be checked out.

To protect Archive materials, no tobacco, food, chewing gum, or beverages are permitted in the Reading Room. Coats, hats, purses, bags, briefcases, and other personal property must be left in the designated area. Only pencils may be used. Typewriters, lap-top computers, and personal cameras (without flash) are permitted. No scanners are permitted. The over tracing of drawings is allowed under consultation with the Curator. If personal books or papers are critical to your research, please ask if they may be brought into the Reading Room. Any such materials must be checked in and checked out.

Staff will demonstrate on how you must go about requesting material. Only a reasonable number of Archival items will be issued at one time. Browsing of materials is not permitted. **Staff will demonstrate how you must handle papers and photographic material. Drawings are to be handled by staff only.**

Requests for copies are subject to standard fees and production time-tables, and are considered on a case-by-case basis. Please see the *Copy Work Policy*.

Each guest is personally responsible for all Archive items charged out to him or her. These materials may not be transferred to another guest and must be returned to the staff when the guest leaves. Materials will not be paged during the last half hour of your appointment. Upon request, Archive materials may be held in reserve for a limited time for future appointments. Please consult with the staff to make arrangements.