



Archives Reading Room Policies

Texas State Library And Archives Commission

All researchers are expected to follow instructions as provided by staff members. Patrons who are consistently uncooperative may be asked to leave the premises.

Behavior that obstructs others' use of the facilities or staff's ability to perform their duties is not permitted. Behavior must conform with the laws governing behavior in public facilities as stated in the Texas Statutes.

Registration for use of the Texas State Archives Reading Room

Registration is required to use the Archives Reading Room.

- Researchers between the ages of 13 and 16 are permitted to use the materials if supervised by an adult.
- One adult per juvenile researcher is required.
- Children age 12 and under are not admitted unless they are participating in escorted group presentations.

Personal belongings

The following may be brought to the assigned workspace:

- Personal computing devices, without cases.
- Cameras, flash disabled.
- Cell phones, silenced.
- Single sheets of paper. No bound materials.

Any belongings not listed above are subject to review by Reading Room staff. Patrons are responsible for their personal belongings at all times.

Use of the Texas State Archives Reading Room

- The Archives Reading Room is reserved for researchers who are actively using the materials.
- Tables will be assigned.
- All materials will be collected by staff 15 minutes prior to closing.
- Belongings must be presented for inspection before leaving.

Handling materials in the Texas State Archives Reading Room

- Item placement instructions will vary due to format, preservation, and security concerns.
- Loose sheets of paper and pencils must be used to take written notes. Pens, other writing utensils, paper pads, and notebooks are prohibited.
- One folder may be out of a box at a time and the designated marker must be inserted as a place holder.
- Materials must remain in the existing order. If an error is thought to exist, notify a staff member.
- Photographic materials must be examined using the provided gloves.
- Taking photographs of photographic materials is prohibited.
- Reproduction requests must be completed using the proper form.

All researchers are expected to follow instructions as provided by staff members.

PATRON REGISTRATION

Please print and sign. If you are unable to print, complete all other sections and return by email.

NAME (as it appears on photo ID; no nicknames, please):

Last First Middle

TX DRIVER'S LICENSE NUMBER: _____ If not TX, what state? _____

ADDRESS 1 (home address)

Street: _____

City: _____ State: _____ Zip: _____

Home/Cell telephone: _____ Daytime/Work telephone: _____

E-mail address: _____

ADDRESS 2 (state agency address or mailing address, if different from home address)

Street: _____

City: _____ State: _____ Zip: _____

1. **Are you currently a student?** Yes No
2. **Are you a law firm employee or private attorney?** Yes No
3. **Are you a state employee?** Yes No

If yes, agency name: _____ agency code: _____

To promote public health and safety, we remind the public that anyone who is not fully vaccinated for COVID-19 is safest by continuing to wear a facial covering.

Registration Agreement

I am registering as a patron of the Texas State Library and Archives Commission and agree to abide by all [rules and regulations](#). I agree to return all materials within the designated time or upon request. I also understand that my privileges may be revoked should I fail to fulfill these obligations.

Signature: _____ Date: _____

STAFF USE ONLY	INTAKE: _____ (initials) _____ (date)
BARCODE (USER ID): _____ <small>(place barcode sticker here)</small>	DATA ENTRY: _____ (initials) _____ (date)
PATRON CATEGORY:	<input type="checkbox"/> RENEWAL <input type="checkbox"/> NEW
<input type="checkbox"/> law firm employee/ private attorney 2000 <input type="checkbox"/> student (any level) 3000	<input type="checkbox"/> ROOM-USE <input type="checkbox"/> PUBLIC
<input type="checkbox"/> all others 1000 <input type="checkbox"/> state employee (3 digit agency code): _____	