



# 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: \_\_\_\_\_

4. **Have you been diagnosed with COVID-19 in the last 14 days?**  Yes  No

5. **Are you experiencing any symptoms associated with COVID-19, including fever, cough, or difficulty breathing?**  Yes  No

6. **Have you had close contact with or cared for anyone with COVID-19 symptoms or a confirmed case of COVID-19 in the past 14 days?**  Yes  No

7. **For my safety and that of TSLAC staff, I will be wearing a face covering while I am in the De Zavala building.**  Yes  No

## 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

BARCODE (USER ID): 26237 \_\_\_\_\_

DATA ENTRY: \_\_\_\_\_ (initials) \_\_\_\_\_ (date)

RENEWAL  NEW | Room-Use

### PATRON CATEGORY:

law firm employee/ private attorney 2000

student (any level) 3000

all others 1000

state employee (3 digit agency code): \_\_\_\_\_

# TSLAC Appointment Tips and FAQs

To help your research plans go as smoothly as possible, please review the information below and direct any questions to the Reference Desk ([ref@tsl.texas.gov](mailto:ref@tsl.texas.gov) or 512-463-5455).

## Appointment Guidelines

The Archives Reading Room is available by appointment only to researchers using archival materials. Appointments are available weekdays 8:30-11:30 a.m. or 1:30-4:30 p.m.

### During your appointment:

- We ask you to wear a face covering at all times; if you do not have one, we will provide one.
- You must maintain six feet of social distance between yourself and all staff members and other researchers.
- We do not accept on-site payments, including for purchase of flash drives.
- No same day photocopy orders.
- No lounge for patron use.
- The reading room is closed between 11:30 a.m. – 1:30 p.m.

## Tips for a Productive Visit

We are here to support your research! Please consider the following tips to help make your research time go as smoothly as possible:

- Plan several days in advance of your visit. TSLAC may not be able to meet a request for an appointment with less than 24 hours' notice.
- TSLAC schedules appointments one three-hour block at a time. You are welcome to schedule follow-up appointments during your visit.
- Provide a timeframe for when you want your appointment. While we cannot guarantee availability, this helps us plan your visit.
- Tell us if you have a colleague accompanying you. Each individual must have their own appointment slot.
- Have ready access to a copy of your Material Request Form and any email requests in case you need to refer back.
- Due to limited locker space, bring only what you need. (See [Reading Room Policies](#))

### Related links:

- [Reading Room Policies](#)
- [Texas State Archives Material Request Form](#)