

# **Louisiana State Archives Research Library Rules and Regulations**

The Director/State Archivist at the Louisiana State Archives is charged by statute with the care and custody of its collections and is empowered to adopt rules for their governance (Louisiana R.S. 44:417). The following regulations govern the use of the Research Library and Archival materials within the Louisiana State Archives, as well at the equipment therein. Failure to adhere to these regulations may result in loss of Research Library privileges.

## **Library Regulations:**

1. All researchers are required to register daily at the reference desk.
2. Patrons are requested to place all personal belongings, bags, carrying cases, briefcases and purses in the free, secure lockers provided. All other research materials such as notebooks, laptops or binders are subject to inspection when signing in and out at the reference desk.
3. Smoking is not permitted in the Louisiana State Archives building.
4. Eating and drinking are prohibited in the Research Library.
5. Pens and highlighters are not allowed, nor are pressure sensitive notes, such as *Post Its*. Only #2 or lower lead size pencils are allowed.
6. Cell phones and/or any other communication device must be put on vibrate or silent mode upon entering the Research Library.
7. An adult must accompany children under the age of 14 and the accompanying adult will be held responsible for their conduct.
8. All copying and payments should be made at least 15 minutes prior to closing.
9. Microfilm may only be requested and reviewed four (4) reels at a time and may be restricted to less during busy hours. This determination is left to the discretion of the library staff in charge.
10. Microfilm must be requested at least 30 minutes prior to closing.
11. Researchers must exercise all possible care to prevent damage to the material they use. Material must not be written on, altered, folded, traced or handled in any way likely to damage it.
12. Researchers should not re-shelve or re-file books, microfilm or other library resources.
13. Copies of legislative cassette tapes must be requested and paid for no later than 2:00 p.m. in order to be made available the same day. (See Reference Desk for *Committee Hearing Audio Tape Request (LFP 1)* form, Fee Schedule & Policy)
14. Patrons should check out at the reception desk upon leaving the Research Library for any extended period or for the day.
15. Before leaving the Research Library and removing items from the locker, patrons must present their research materials to a reference desk staff member for examination.
16. The patron does most photo copier duplication on the in-house copy machine provided unless otherwise instructed by library staff. The user of the material assumes all responsibility for infringement of the copyright law. Please inquire at the reference desk if assistance is needed for copying.
17. Patrons are to use Microfilm Readers for viewing microfilm. Microfilm Reader/Printers are to be used for printing only with a 30 minute time limit on each machine.
18. Cameras or communication devices such as iPhones using flash and other types of mechanical duplicating equipment such as digital scanners belonging to patrons are prohibited in the Research Library. Cameras not using flash or other non-light producing equipment may be accepted for use in the Research Library upon approval of the library and/or appropriate archives staff. The State Archivist/Director may make exceptions for public relations purposes so long as the research activity of other patrons is not disturbed.