

FDR Library Research Room Orientation

Research Room hours are 9:00-4:00, Monday-Friday, excluding federal holidays

Getting Started:

The FDR Library has a **clean research room** policy. This means that all paper, books, pens, briefcases, notepads, coats, handbags, pouches, and other personal belongings must be left in the designated locker area outside the research room. Keys for the lockers will be provided by the archivist on duty upon request.

Personal computers, mobile devices, cameras, flatbed scanners, and voice recorders may be used. The use of handheld/roller scanners is not allowed. Please ask the archivist on duty for note paper and pencils.

Please wait to be seated. The archivist will assign you a desk at which to work.

Ordering Historical Materials:

Historical materials at the Roosevelt Library are stored in secure, closed storage areas. You can request use of specific materials by filling out a pull slip and submitting it to the archivist on duty in the research room.

Handling Historical Materials:

- You may only **use one box of material at a time**. The open box, and only that box, should be placed on the top shelf of your cart.
- **Only one folder may be taken out** of the active box at a time. Always use a placeholder to mark the location of the removed folder.
- The **folder in use must remain flat on the table**. As you page through the contents of the folder, turn the documents one at a time, from right to left as if they were bound in a book. You must not tear, fold, crease, or otherwise damage these materials, nor may you lean or rest your arms on the documents while typing or taking notes. Do not place objects such as phones, cameras, etc. on the documents.
- **Documents must remain within the folder**. If you need to approach the archivist with a question, flag the document of interest and carry the entire folder, held firmly closed.
- **Do not remove** any fasteners attaching documents together, including staples or paperclips. If you are unable to read a fastened document, please ask the archivist on duty for assistance.
- Before returning a folder to its box, you must **ensure that its contents are stacked safely** within the borders of the folder. Straighten items one by one and do not lift them in a stack for this purpose.

Team Work:

When two or more researchers visit together and wish to explore the same materials, they may:

- Be seated together and share the view of a single folder from a single container, as per the individual research instructions above; OR
- Be seated separately and access separate sets of requested materials.

Each team member must register separately, and must complete a pull slip for every container accessed during the visit, even if others on the team already submitted a slip.

It is the researcher's responsibility to handle materials with care, and to preserve both the condition and the correct order of materials.

Before you leave the Research Room:

- You must always notify the archivist on duty before you leave the room, even if it is only for a few minutes.
- All items leaving the room must be presented to the archivist on duty for exit inspection.
- You must empty out your locker before you leave for the day. Please return your key to the archivist on duty.
- The archivist will provide an exit clearance card you can show to Security as you exit the building

Obtaining Reproductions:

Digital Cameras:

We strongly recommend the use of digital cameras, including mobile devices like smart phones and tablets, for photographing historical materials of all shapes and sizes in the research room. There is no charge for self-service photography, and you can photograph anything we serve in the research room. However, you must:

- Disable any flash
- Refrain from folding or creasing documents to flatten them
- Refrain from removing staples or clips without consulting the archivist on duty
- Photograph single items only (do not array multiple items for shooting together)
- Ask the Archivist on duty if you have any questions or require assistance

Flatbed Scanners:

Only flat materials that fit safely and onto the scanning bed glass may be copied. The historical document in question must also meet the following criteria:

- It is a single page original document, OR
- It is the first page of multiple attached original documents without its staple removed, OR
- It is a stapled packet of modern photocopy reproductions (as long as there are no original documents in the attached materials)

For materials that do not qualify for self-service scanning, you can place an order for staff-made reproductions. Please note that this is not a same-day service, the Library charges standard fees based on the material type and scan specifications, and that prepayment by credit card is required.

Staff Made Reproductions:

See the Archivist on duty if you would like to place a copy order. Reference scans (similar in quality to photocopies) made by the archives staff are \$.80 per page with a minimum fee of \$20.00. High resolution scans are \$26.00 per image. Copy orders are completed in the order in which they are received, and we cannot guarantee a specific delivery date. Files may be delivered by email attachment or secure file transfer, depending on size.