

FDR Library Research Room Orientation

Hours of Operation:

8:45 AM to 5:00 PM, Monday through Friday, closed on all Federal Holidays.

Getting Started:

The FDR Library has a ***clean research room*** policy. This means that all paper, books, pens, briefcases, notepads, coats, handbags, and other personal belongings must be left in the designated locker area outside the research room. Locks for the lockers will be provided by the archivist on duty upon request. Personal computers, cameras, flatbed scanners, and tape recorders may be used for taking notes. The use of handheld scanners is not allowed at the Roosevelt Library. Please ask the archivist on duty for note paper, note cards, 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. You may order up to ten containers of historical material per pull slip. There are four designated pull times at which the requested materials will be retrieved by the archives staff and brought to the research room.

The pull times are 9:15 AM, 11:00 AM, 2:00 PM, and 3:45 PM.

Handling Historical Materials:

- Use only ONE BOX of material at a time. The open box, and only that box, should be placed on the top shelf of your cart.
- ONE FOLDER may be taken out of the active box at a time. Use a cardboard placeholder to mark the location of the removed folder.
- The folder in use must remain flat on the table. As you go 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. Do not lean or rest your arms on the documents while typing or taking notes.
- Documents may not be removed from the folder. If you need to approach the archivist or the photocopier, flag the document of interest and carry the entire, closed folder.
- 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 neat and remain enclosed within the borders of the folder.

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 that you are taking out of the room must be presented to the archivist on duty for inspection.
- You must empty out your locker before you leave for the day. Please return your lock to the archivist on duty.

Obtaining Reproductions:

There are several methods available for creating reproductions, but some restrictions exist in order to protect the historical materials.

Digital Cameras:

There is no charge for digital photography and you can photograph any of the materials served in the research room. The camera's flash must be turned off. You may photograph fastened (stapled, clipped, etc.) pages, but do not attempt to flatten attached documents by pressing down on their fasteners. Do not fold or crease the documents during photography.

Self-Service Photocopier and Flatbed Scanners:

Only documents that fit on the copier glass (11"x14" or smaller) or a desktop scanning bed 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, OR
- It is a stapled packet of modern photocopy reproductions (as long as there are no original documents in the attached materials)

You must flag all documents that you wish to copy with yellow slips of paper (available next to the copier) and present them to the archivist on duty for approval BEFORE you begin copying. Place the yellow flag horizontally across the document so that it is visible when the folder is in the box. Remember to bring the entire folder, not just the individual document.

The self-service photocopier is available for use in the research room for a fee of \$.20 per page. For materials that do not qualify for self-service copying, the archives staff can make reproductions on your behalf. Please approach the archivist on duty when you have identified such materials.

Staff Made Reproductions:

Photocopies made by the archives staff on your behalf are \$.75 per page. High resolution digital scans are \$26.00 per image. Staff-made reproductions will be mailed to you at a later date and the requests are completed in the order in which they are received. There is a \$15.00 minimum charge for all mailed copy orders.

To request staff-made reproductions, fill out ONE REQUEST SHEET PER BOX of material containing documents that you wish to be copied. Also, use blue paper (available next to the copier) to flag the start and end points for each document that you want copied. Place the blue flags so they can be seen when the folder is closed. When you have filled out the form, marked the documents with blue paper, and completely finished your research with the box, place the box on the COPY CART. Remember, if you don't bring the box to us, we don't know you need copies! If you have any questions about this process, please ask the archivist on duty for assistance.

It is the researcher's responsibility to handle materials with care and to preserve the correct order of materials. The archivist may deny the use of self-service copiers to anyone who does not handle materials properly.