

DONALD M. MARQUIS READING ROOM

New Orleans **JAZZ** Museum · 400 Esplanade Avenue · New Orleans, LA 70116

RULES AND REGULATIONS

The Donald M. Marquis Reading Room is thrilled to offer its collection materials for on-site research. In order to preserve these holdings—many of which are one of a kind—for future generations, we ask that patrons observe the following rules and regulations:

1. Researchers must fill out and sign a [RESEARCH REQUEST FORM](#) before any material shall be pulled.
2. Only a pad of paper, pencil, laptop, and tablet will be permitted in the room. Laptop cases, pencil cases, and other personal belongings, including backpacks, purses, and bags, should be stored against the wall, away from the main table.
3. Food, drink, ink pens, highlighters, and markers are not permitted in the room.
4. No marks may be made on collection items.
5. Researchers must exercise care when handling and examining archival materials.
 - Lay items flat on the table.
 - Do not exert pressure on any collection materials e.g. by resting an arm, computer, or book on a document.
 - Manuscript items may only be viewed one box and one folder at a time to ensure items remain in the same order.
 - Gloves are generally only necessary when handling photographs and will be provided by staff.
6. Collection items will not be pulled after 4:00 p.m., and all material will be collected from the reading room no later than 4:30 p.m.
7. Collection items are non-circulating and will not leave the room.
8. Permission to publish material held by the Louisiana State Museum must be requested and granted prior to publication; however, responsibility for obtaining copyright is vested in the researcher.
9. The Louisiana State Museum reserves the right to inspect all materials leaving the Reading Room.
10. All photocopying and scanning will be performed by staff. Fees should be paid in advance. There is a small per-page fee for copies; however, scans are free. Researchers should bring a USB drive for scans.
11. Researchers may photograph archival materials; however, flash is strictly prohibited.