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## RESEARCH LIBRARY AND ARCHIVES REGULATIONS

1. Readers must fill out and sign an application for each calendar year and must provide acceptable photo identification. Children are allowed only if accompanied by adult.
2. The register must be signed daily by all users. The Reading Room is reserved for use of Pasadena Museum of History materials only.
3. No eating or drinking is allowed in the Reading Room. Smoking is not allowed on Museum premises.
4. Unauthorized use of cameras and scanners is prohibited.
5. Only paper and pencils may be taken into the Reading Room. Use of ink is not allowed; pencils are provided for note-taking. Personal computers may be used with permission. Bulky personal possessions (briefcases, packs, coats, etc.) must be deposited at the reception desk.
6. All materials must be handled with great care. Readers must not trace, write on, fold, or lean on materials. Papers must be kept in the order received and may not be removed from folders without library staff supervision. Only one folder at a time may be removed from an archival box.
7. Limited photocopy service is available for a nominal fee.
8. Gloves (furnished by the library) must be used whenever photographs, negatives, or other sensitive materials are to be handled.
9. Permission to publish from manuscript collections and to duplicate photographs must be sought in writing from the Archivist, using the Pasadena Museum of History's REPRODUCTION USE AGREEMENT form. A pre-determined use fee will be charged. Researchers are responsible for securing permission to publish from materials under copyright. In most instances, the Museum is not the copyright holder.
10. Readers must credit the Pasadena Museum of History as the source of manuscripts or photographs used in published or unpublished works. The preferred credit line is: *Courtesy of the Archives at the Pasadena Museum of History*.
11. If the Museum agrees to undertake research for a user, the first half-hour will be free of charge. An hourly fee will be charged for additional research time.
12. The Archivist, acting for the Museum, has the discretion to refuse or limit the use of fragile or restricted materials.
13. Failure to observe regulations can be cause for denial of access.