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Food and drink is prohibited in the Archives. Smoking is not permitted anywhere in the building. Please step outside the Archives reading room to make or receive phone calls.

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Use only one box at a time. **Remove only one folder from a box at a time.** Use **Out Cards** available in the reading room to mark where the folder was removed within the box. Do not remove staplers or paper clips from the items. Do not fold, write on, or otherwise damage the papers. Please keep documents and bound volumes flat on the table. Please do not place items (i.e. laptops, books, on top of materials).

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