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USER AGREEMENT

Welcome to Special Collections, home to Pius Library's rare books, manuscripts, and University Archives. Due to their value, condition, and unique nature, these materials may only be used in the St. Louis Room. We appreciate your observing the special handling and security precautions listed below, which are required to ensure the long-term preservation of our collections.

- Coats, bags, and umbrellas must be stored on the coat rack. Only a notebook, laptop computer, and pencil may be used alongside Special Collections materials.
- No food or drink, including bottled water, is allowed in the St. Louis Room.
- Please use pencils only. No pens or ink may be used near the materials.
- Handle all items with care. Use foam supports with rare books, turn pages carefully, make no marks on the materials, and do not lean or rest books or other objects on them.
- Only one book or archival box at a time may be used without special permission.
- Do not rearrange the order of unbound materials or leave multiple folders open at once.
- If a copy is required, please consult a staff member to determine the most appropriate form of reproduction for the format and condition of the material.
- The use of personal digital cameras is permitted, but is governed by our reprographics and permissions policies. Please consult with a staff member before using your camera.
- When finished, please inform a staff member.

I have read and understood the above requirements for use of materials in Special Collections, and I agree to abide by them.

Signature: _____ Date: _____