1. All new researchers must present valid photo identification and complete the registration procedure.

2. Practice quiet-room and cell-phone courtesy by muting your phone and taking calls outside the Reading Room. Conversations should be quiet, so as not to disturb other researchers.

3. No bags of any type are allowed at/on research tables or chairs. Lockers are provided; if lockers are full bags must be left with Reading Room attendant. The Museum is not responsible for researcher belongings such as laptops, bags, or other personal items. Outside books (those not from Museum) are not permitted.

4. No food or drink is allowed in the Reading Room. Water fountains are located next to the public restrooms.

5. For note-taking purposes, only pencils and loose sheets of paper are allowed (no notebooks). Pencils and pencil sharpeners are available. Under no circumstances are marks to be made on original materials. Do not trace materials or write on top of them. Researchers may use laptops, but cases must be stored in a locker.

6. Archival materials and rare books must be handled carefully and gloves must be worn to handle photographic materials unless items are in protective sleeves. Do not affix extraneous items such as Post-It notes onto materials. All materials must be used flat on the table. Only special weights used to hold materials flat may be laid upon materials.

7. Cameras and personal scanners are not allowed. Please see the Reading Room attendant if you wish to have reproductions made. Fees may apply.

8. If you wish to publish any of the items in the collections, permission must be acquired from the Museum. Please see a staff member for more information about publications rights and fees.

9. Reference materials in the Reading Room are open for use, but all other library and archival storage areas are closed to researchers. Staff will bring requested materials to you. To prevent the mistaken interfileing of documents, researchers may use only one box from a collection at a time. Open only one folder at a time and keep items in the order you find them.

10. Material from the collection (including modern books) may not be removed from the Dahlberg Reading Room. The Museum reserves the right to inspect all bags and packages.

11. If you notice any problems with the materials or notice any preservation issues, please notify the Reading Room staff.

12. If you are not able to complete your research in person or if further questions come up later, our staff can provide reference assistance via email: curator@museumofflight.org or by phone (206.864.5874). There is a $35.00 per hour fee for staff research after the first hour.

13. The Museum makes every effort to accommodate all visitors, but facilities and staffing are limited. Hours are posted on our website but at times the Dahlberg Reading Room may close on short notice. Drop-in researchers are highly advised to contact the Museum in advance of their visit. The Museum reserves the right to refuse service to a visitor.

Effective Date: 06/21/2018