



## Research Room Rules and Procedures

Research room hours are 9:30 a.m. to 5:00 p.m., Monday through Friday, except for Federal holidays.

**Please be aware that the Richard Nixon Presidential Library and Museum is part of the National Archives and Records Administration (NARA) and is a Federal building.**

**To enter the research room, you must first speak with the admissions person at the museum lobby desk and submit to a bag security check.** You will then be instructed to go downstairs via the elevator to the research room. You must wear a Nixon Library researcher's badge, issued upon your arrival to the research room, at all times.

The research room attendant will issue you a research identification card upon completion of a research application, presentation of a government or school issued identification, and a brief orientation. This card is valid for one year.

You may not bring personal belongings into the research room without the consent of the attendant. Lockers are available at no charge, but you must return locks and locker keys at the end of each day. You may not leave items overnight. Upon your exit, the attendant may ask to inspect your notes.

You may not eat, drink, or smoke in the research room. Smoking is permitted outside the building only.

**Cell phone conversations are prohibited in the research room.** Please either turn your phone off or place it on vibrate. Phone conversations must be conducted in the museum lobby.

Only pencils, Library forms, personal computers, flatbed scanners, and digital cameras may be brought into the research room. We will supply pencils, paper, and index cards for note taking. You may bring your own loose leaf notes into the research room; however, they must be stamped by the attendant. The attendant will review personal notepads prior to leaving the research room. Flatbed scanners are allowed, but must accommodate the full document. We do not allow automatic document feeders or handheld scanners.

You may make photocopies at 25 cents per page. Please see the self-service copy handout for further instructions. Our staff can photocopy material for researchers at a cost of 80 cents per page, with a \$20 minimum order. For a photocopy order form, please see the attendant.

We permit the use of digital cameras, cell phones, and iPads to capture images of documents instead of photocopying. However, we do not allow flash photography. Additionally, using photographic equipment may be prohibited if it is overly disruptive to other researchers, interferes with the normal operation of the research room, or places the documents at risk of damage.

Prior to photocopying, scanning, or taking a digital photograph, please bring the entire box to the attendant for inspection. The attendant must inspect all boxes before copies, photographs, or scans can be made. You must give all photocopies to the attendant until you pay for the copies and are ready to leave for the day.

To request material, please fill out a request slip and give it to the attendant. We will pull your first boxes upon your request. Subsequent boxes may ordered at 10:00 a.m., 11:00 a.m., 2:00 p.m., and 3:30 p.m. Any request slips submitted after 3:30 p.m. will be available at 9:30 a.m. the following day. You may only request up to 24 boxes at a time, and will receive as many boxes as available carts can hold. We will hold material overnight if you intend to continue using it the next day, however, materials will be returned to the shelves after two days.

You may have only one box, and only one folder from that box, open and on the table at one time. Mark your place in the box with a marker supplied by the attendant. You must take the entire box to the photocopier, not individual documents or folders.

**Handle the material with care.** Do not write on, fold, unstaple, disarrange, or otherwise handle documents in a manner likely to damage them.

**A MISUSE OF THE DOCUMENTS OR DISREGARD FOR RESEARCH ROOM PROCEDURES COULD RESULT IN A LOSS OF RESEARCH PRIVILEGES.**