



ELMIRA COLLEGE
Mark Twain Archive
Reading Room Policies

The Mark Twain Archive exists to collect, preserve and make available to researchers primary and secondary materials related to Mark Twain and his work. The following guidelines have been developed in the interest of preserving and maintaining the collection as a unique and valuable resource.

1. Permission to examine the Archive's holdings must be obtained from a member of the professional staff. Researchers are expected to sign in before accessing any materials.
2. Laptops and paper for the purposes of note taking will be allowed in the Archives; however, no briefcases, handbags, or carrying cases are allowed. Such items will be held in the public services office on the main floor. Inspection of note taking materials is a prerogative of the Archives staff.
3. Archival material does not circulate. Under no circumstances may materials be removed from the Archives without permission.
4. No food or water is permitted in the reading room.
5. Pencils only. No pen or permanent markers are allowed in the archives.
6. Requests to examine materials in Special Collections cases should be directed to a member of the professional staff. These materials may be used one at a time.
7. Volumes should not be opened flat, nor should undue pressure be put on the opened spine. Unnecessary exposure of such volumes to fluorescent lighting or daylight should be avoided.
8. Researchers may use one volume or folder at a time. Materials in archival folders should be kept in original order.
9. Any damage to materials that the researcher discovers should be reported to a member of the professional staff.
10. Fragile items may be restricted from use.