California State Polytechnic University, Pomona
University Library
Special Collections and Archives

Guidelines for Use of Materials

Cal Poly Pomona’s Special Collections and Archives are open to all users who fill out a registration form and present a form of photo identification, subject to the following rules. Advanced notice of your visit, although not required, is recommended in order to ensure availability of materials and staff assistance.

- All readers must fill out a registration form annually in order to view materials from the Special Collections and Archives.
- Readers must present a valid form of photo identification.
- Readers must sign the registration form to indicate their agreement with these rules.

General Reading Room Rules

- All materials are housed in closed stacks and may not be removed from Special Collections. Materials must be viewed in the reading room under staff supervision.
- Food, drink, and gum are not allowed in the reading room.
- Only pencils and laptop computers may be used for taking notes in the reading room. Ink of any kind is prohibited. Additional personal belongings must be stored in a designated area.
- Special collections staff reserves the right to inspect library materials and personal items prior to entry and upon departure from the reading room.

Handling of Materials

- Materials must be handled with care to ensure their safety and preservation. Please follow any special instructions given by special collections staff.
- No marks may be added or erased on any materials.
- Books, papers, and other objects should not be set on the materials. Special weights will be provided to hold books open.
- Please do not use post-it notes, paper clips, pencils, or other objects to mark a place in a book or folder. Special acid-free paper strips will be provided.
- White cotton gloves are to be worn when handling photographic materials. Staff will provide them.
- Readers are allowed one archival box or folder OR up to three books at their table at any time.
- Folders should be removed from the box one at a time, and the exact order of materials within folders and boxes must be maintained. Please report any disarrangement to special collections staff.
- Foam book rests will be provided for particularly fragile materials.