

**Reeves Library
Rare Book Room
Rules For Use**

- Do not put anything on an open book
- Do not fold any page
- Do not straighten out creases or dog-eared pages; you may only damage the book further
- Do not lean on books while reading
- Do not drop books or handle them roughly
- Do not put books on the floor
- Do not bend books back, lay them face downward or otherwise damage the binding
- Do not write in or mark books in any way
- Do not write on paper resting on a book, open or closed
- Do not bring any materials that can harm a book into the library
- Do not photocopy or scan the book
- Do not attempt to open uncut pages

Rare Book Room Usage Form

1. Title
2. Date of book
3. Barcode Number
4. I promise to take proper care of this book and return it in the same condition:
_____ (note condition)
5. User's name printed
6. User's signature
7. Due in 2 hours

Keep this slip and the user's ID. Leave call number slip in book. Be sure to write down the barcode number: