National Federation of the Blind Jernigan Institute

**Jacobus tenBroek Library**

Reading Room Policies

All material in the Jacobus tenBroek Library, including archival collections, is non-circulating. Access is open to members of the National Federation of the Blind, its employees, and to outside researchers regardless of their institutional affiliation. All visitors must make an appointment to visit the Library and fill out a registration form to access archival collections.

Hours and Scheduling:

The tenBroek Library is open Monday through Friday from 8:00 a.m. to 5:00 p.m. We are closed each year in early July for the National Federation of the Blind’s annual convention. Occasionally other NFB activities will necessitate closing the Library to researchers temporarily. It is therefore important that people planning to use the collections contact us in advance.

The Jernigan Institute is closed on the following holidays:

* New Year’s Day
* Memorial Day
* July 4th
* Labor Day
* Thanksgiving
* The day after Thanksgiving
* Christmas

We are open on all other state and federal holidays.

Location:

Jacobus tenBroek Library

National Federation of the Blind Jernigan Institute

200 East Wells Street

 at Jernigan Place

Baltimore, MD 21230

Contact us:

Phone: 410-659-9314 extension 2310

Fax: 410-685-2340

E-mail: JtBLibrary@nfb.org

Planning Your Visit:

 To visit the Library and access our collections, please fill out a reference request form, giving your contact information, the expected date of your visit, and an explanation of the materials you are interested in viewing. This form should be sent by e-mail at least two business days before your visit or by mail no later than ten business days prior to your visit to allow time to process your request. Reference requests received after these deadlines cannot be accommodated. The archivist will contact you to arrange your visit.

Arrival:

 All visitors must check in at the reception desk on the 4th floor. You will be escorted by a staff member to the Library. Here you will be asked to fill out a registration form and should be prepared to show a valid photo I.D. Registration grants the right to examine archival materials in the care of the tenBroek Library. Permission to publish must be obtained separately.

By signing the registration form, the researcher agrees to follow the access rules listed below.

Personal Items in the Research Area:

* All coats, purses, briefcases, laptop bags, and other loose personal items must be stowed in the Library’s locked coat closet. Keys are held only by the Library director and the manuscript librarian.
* Food, drinks, gum, and tobacco products are prohibited.
* Researchers may bring in loose leaf paper and pencils. Please, no pens.
* Cell phones should be silenced or put on vibrate.
* Laptops, without cases or bags, are allowed, and power outlets are available. Internet access is only available at the Library terminal.
* Digital cameras (including access technology like the KNFB Reader) and personal flatbed scanners are allowed, but all materials must be approved item by item by Library staff before pictures or scans may be taken (subject to rules outlined in *Camera/Scanner Terms of Use*). Please, no automatic feed scanners or pen scanners.
* Use of personal tape recorders is allowed.

Retrieving Archival Materials:

* All archival collections are non-circulating, and all materials are retrieved by Archives staff only.
* Researchers may consult only one folder at a time.
* In cases where a facsimile copy of a photograph or a fragile item is available, researchers will be asked to view it in place of the original.
* No materials will be retrieved after 4:15 p.m., and all materials must be returned to the Library desk by 4:45 p.m.

Researcher Etiquette:

* + - * Please handle all collection materials with care. Do not make or erase marks from them and do not fold documents.
			* Materials must remain on the table at all times. Do not place materials in your lap or prop them on the edge of the table.
			* Do not lay papers or books on materials in use.
			* Rubbings and tracings are not allowed.
			* Preserve the order and arrangement of documents at all times.
			* Researchers are responsible for the materials they sign out.
			* Do not exchange archival materials with other researchers.
			* Researchers handling records carelessly will be denied further access to the collections.

**For security reasons, all researchers will be monitored at all times by Library staff.**

Use of Archival Materials:

* Researchers must obtain additional permission from the Library director to publish works using archival materials. This pertains to all publication formats, including Web sites.
* Researchers who obtain permission to publish from the Jacobus tenBroek Library are also responsible for identifying and contacting the persons or organizations who hold copyright. Consult the Library staff for further information.
* Researchers wishing to cite works from a collection should use the following citation format:

[Series Title: Collection Title] Jacobus tenBroek Library, National Federation of the Blind, Jernigan Institute, Baltimore, MD.

Reproduction Services:

 Archival materials can be reproduced in a variety of formats, including photocopy, digital scans, photographic prints, and transcripts for a fee. Please ask Library staff for more information and to see the *Schedule of Fees for Service*. Image use fees may apply.

Checking out:

* Archival materials must be turned into the Library desk before leaving the room during your visit.
* All materials must be returned to the Library desk by 4:45 p.m.
* Folders will be inspected by Library staff upon their return.
* Researchers may make arrangements for collection materials to be held if they plan to return and continue their study.
* The Library reserves the right to inspect all notes taken during your visit.