



## The Robert M. Myers Archives

The Society of the Divine Word, Chicago Province

1985 S. Waukegan Road | P.O. Box 6038 | Techny, Illinois 60082

Phone: (847) 753-7431 | Email: [archives@uscsvd.org](mailto:archives@uscsvd.org)

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### Reading Room Guidelines

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Prior to your first visit the Robert M. Myers Archives and Resource Center, you will be asked to complete a registration form and read through these guidelines.

- Store personal belongings in lockers.
- Request archives materials from a staff member, as researcher access to the stacks area is not allowed.
- Follow directions for handling provided by staff.
- Remain reasonably quiet to avoid distracting others.
- Do not take phone calls in the reading room.
- Ask a staff member for assistance if you would like to use a camera, or request photocopies or digital scans.

Allowed in Reading Room:

- Pencils
- Paper for taking notes
- Laptop/tablet
- Digital camera (no flash)
- Cell phone (silenced, no flash)

NOT allowed in Reading Room:

- Pens, markers, or ink of any kind
- Food, drink, candy, gum, and tobacco products

Researchers are permitted to use personal digital cameras/cell phone cameras to photograph collection materials in the reading room, but we ask that they alert a staff member beforehand. Personal scanners, tripods, and flash may not be used. Photographs and digital images can only be used for personal reference and research purposes.

Please see the following Copyright Statement for more information on lawful use of Archives material.

Archives staff reserve the right to inspect all research materials and personal articles before a researcher leaves the reading room.



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