



HARRY RANSOM  
CENTER

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The University of Texas at Austin

## Reading and Viewing Room (RVR) Guidelines

1. We encourage you to make use of the CDC Coronavirus Self-Checker prior to arrival: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>; or, for UT affiliates: <https://protect.utexas.edu/app/>. We ask you to remain home until any newly developed COVID-19 symptoms subside. This is in keeping with university guidance, and because COVID-19 spreads primarily from person to person through respiratory droplets produced when an infected person sneezes or coughs. For more information, please refer to the University's Protect Texas Together webpage: <https://protect.utexas.edu/visitors/>.
2. Begin by creating a Research Account, which may be set up at your first visit or remotely: <https://research.hrc.utexas.edu/aeon/>.
3. Please complete the Patron Visit Form whether you are a new patron or have visited in the past: [https://utexas.qualtrics.com/jfe/form/SV\\_agcQLg07g2S8ySa](https://utexas.qualtrics.com/jfe/form/SV_agcQLg07g2S8ySa). Tell us about the goals and timing of your visit. Our capacity, hours, and staffing are limited until further notice, so we are offering pre-paging whenever possible.
4. To enter the Reading and Viewing Room, register at the Reception Desk outside the Reading Room. Please be prepared to show a current photo ID (college/university, driver's license, passport, etc.) on arrival. Although it is not required, we encourage you to share your proof of vaccination card as well. Masks are strongly encouraged (but not required) and are available at the Reception Desk. At your first visit you will be asked to view a brief orientation video on using the facility and handling collection materials properly: <https://www.hrc.utexas.edu/research/#orientation-video>.
5. We provide lockers to stow your personal belongings. Storage of handguns is not allowed in Ransom Center lockers or other areas.
6. Please review the guidance below for what is and is not permitted in the RVR:
  - Collection material is kept safest when handled with clean and dry hands. Nearby restrooms are conveniently located for hand-washing before entering the RVR.
  - Please finish all beverages, food, gum, mints, and cough drops before entering the RVR.
  - Please store the following items in your locker: hats (except religious headwear),

sunglasses, bags and purses, electronics cases, pens, personal notebooks, index cards, sticky notes, and folders. Large coats and jackets may be stored in the coat closet.

- Use only pencils in the Reading and Viewing Room. Extra pencils, pencil sharpeners, and yellow paper are provided.
  - Make any handwritten notes on yellow paper. Laptop computers removed from their cases are permitted. Patrons may complete identification slips for up to five personal books to be taken into the reading room. RVR staff reserves the right to further limit personal belongings on a case-by-case basis.
  - Please turn off the sound on all electronics and digital cameras and only take phone calls outside the Reading and Viewing Room.
  - When leaving and returning the same day, feel free to leave personal items at your workspace. Please close books left at your workspace and return manuscript materials to their folder and box.
  - All items taken out of the RVR are subject to examination.
  - We are unable to page new material after 3:30pm. Please return your checked-out items to the circulation desk by 3:45pm.
  - We are happy to keep items on hold for you for up to one week. Please speak with a staff member for more information.
7. All materials in the Harry Ransom Center collections are non-circulating. They are housed in closed stacks and will be delivered to you in the Reading and Viewing Room.
  8. Each patron is responsible for items requested using their research account. A permanent record of each transaction is maintained. Materials may not be transferred between patrons. Please keep the call slip with the material at all times.
  9. In order to promote a quiet and safe environment for the use of the collection and to protect the rights of all students, researchers, faculty, and staff, the Center requires that all behave in a respectful manner toward library staff and faculty, and toward one another. Patrons and visitors will refrain from behavior that proves unsafe or disruptive to the study environment. Anyone engaging in disruptive behavior may be denied further access to the Reading and Viewing Room.
  10. You may order digital reproductions of collection materials; fees may apply. Patrons who review and agree to the Materials Use Policy and Camera Use Policy are able to take their own digital photos. Scanners, tripods, camera flashes, and special lighting equipment are not allowed in the RVR. Additional information concerning camera use and photoduplication is available in policies posted at: <https://www.hrc.utexas.edu/research/>.
  11. Access to some materials requires advance notice or an appointment scheduled in advance of visiting (including some oversized material, costumes, personal effects, fine art, photography, and collections stored offsite); these materials may not be available without

previous arrangements for them to be placed on reserve.

12. Curatorial staff and/or RVR staff can advise you regarding access to and availability of particular collections. We strongly encourage patrons to fill out a Patron Visit Form: [https://utexas.qualtrics.com/jfe/form/SV\\_agcQLg07g2S8ySa](https://utexas.qualtrics.com/jfe/form/SV_agcQLg07g2S8ySa), and to contact us before arrival: [reference@hrc.utexas.edu](mailto:reference@hrc.utexas.edu).