Using the Archives & Special Collections Reading Room

The Archives & Special Collections Department of E. H. Butler Library, SUNY Buffalo welcomes faculty, students, and visiting researchers. We are located on the second floor of the E. H. Butler Library in room 218. All readers must complete an initial registration form to access collection materials, and sign-in upon arrival to the department. Since many of the materials are rare or unique, readers are expected to treat all materials with care to avoid loss or damage and to follow these guidelines:

When you first arrive

- Food and drink are not permitted in the Department.
- Please silence your cell phone or other messaging device. Headphones are permitted, but please keep the volume low so that you do not disturb other researchers. We reserve the right to ask users to check electronic devices that are not on a silent or quiet setting. Phone calls may not be taken in the reading room.
- Only materials needed for research may be immediately available to the researcher. All briefcases, backpacks, handbags, computer cases, coats, and hats must be removed of the immediate area.
- Library materials and personal items (including notebooks, laptop computers, books, etc.) are subject to inspection prior to entering and upon leaving the Department.
- Books, manuscripts, and archival documents are provided to researchers by Department staff.
- All items charged to the Reading Room must be returned to the front desk at closing time. We are happy to place items on short-term hold for researchers.

Using the Materials

- All written notes are to be taken in pencil. Marking, erasing, or altering Department materials is strictly prohibited.
- Laptop and computing devices for taking notes are permitted.
- We do allow non-flash, self-service digital photography in the reading room. Please see a staff member before beginning your photography to complete a digital reproduction permission form. Scanners of any type are not allowed. Please contact a staff member or visit our webpage to inquire about photoduplication and digital scanning services.
- All materials must remain on the surface of the table. When appropriate, readers may be asked to place books and bound manuscripts on book rests or cradles, to use weights for holding books open, or to wear protective gloves. When in doubt about proper handling, please consult the Department staff.
- Manuscript and archival materials circulate one box or folder at a time, as determined by staff.
- The exact arrangement of unbound materials (papers in folders and folders in boxes) must be maintained. Only one folder may be removed from a box at one time.
- Readers are permitted to consult multiple printed volumes. Depending on size and condition, Department staff may limit the number of books circulated at one time.

Staff are always happy to discuss these procedures and assist readers. For further information, please visit our webpage at http://library.buffalostate.edu/archives; or contact Daniel DiLandro at (716) 878-6308 or dilanddm@buffalostate.edu.