



ALBERT GORE RESEARCH CENTER

Research Policy

Welcome to the Albert Gore Research Center. Please read the following information carefully to ensure your visit is productive for all involved parties. Sign the form and return it to the staff member assisting you. Thank you for researching with us!

The Albert Gore Research Center makes available to the public a vast collection of audio-visual media, institutional records, manuscripts, photographs, rare books, and textiles in its care. Since we must do our utmost to preserve these materials, we ask patrons to govern themselves with these rules, which are designed to assist staff members in the preservation and security of the archival collections.

All patrons must register at the reference desk by filling out a researcher information form. Patrons must store personal belongings not allowed at the research tables in one of the lockers. A lock and key is provided for your convenience. We also provide a coat rack for our patrons' coats and umbrellas. Food and drink are never allowed in the research room. Water bottles are permitted as long as they are kept and used in the locker area. Cough drops or throat lozenges are permitted, as well.

Patrons should take to a table only those items absolutely necessary to conduct their research. Personal items allowed at the table include pencils, paper (notebooks may be inspected upon exit), laptop computers, portable scanners, cameras, and smartphones or cellphones. We ask that you please silence mobile devices and to exit the room if you need to place or receive a call.

Prohibited items at research tables include:

- Bags of any kind, such as backpacks, purses, or laptop cases.
- Jackets or outerwear.
- Writing utensils other than pencils.
- Water bottles.

Patrons must keep their research table orderly. "OUT" orange cards are provided and should be inserted into a box whenever a folder is removed. Patrons should use only one folder or other item at a time, and should take care to keep items in a folder or box in the order in which they arrived at your table. Do not turn pages or insert any other items to mark your place. **Never remove an item from a folder without marking its place with an out card!**

To ensure preservation of archival holdings, patrons are prohibited from carrying archival material without the approval of a staff member. Should you wish to inquire about an item, ask the research attendant to visit your table. Should you wish to photocopy materials, ask the research attendant to carry the items to the photocopier, where they will copy the materials for you. Please note that some items may be deemed too fragile to photocopy.

We ask that patrons please notify a staff member if you need to return to your locker or if you are leaving the reading room to take a break.

By signing this form, you attest that you:

- Read the preceding rules and information.
- Understand the preceding rules and information.
- Agree to abide by the preceding rules and information.

Please note that violations of this policy revoke a patron's privilege to conduct research in the Albert Gore Research Center. Thank you for assisting our preservation efforts. Do let us know at any time if you need assistance or have questions.

Today's date: _____

Patron's printed name: _____

Patron's signature: _____

Staff member initials: _____