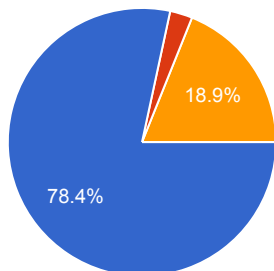


38 responses

[View all responses](#)[Publish analytics](#)

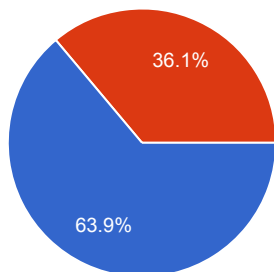
Summary

Does your institution have a reading room policy?



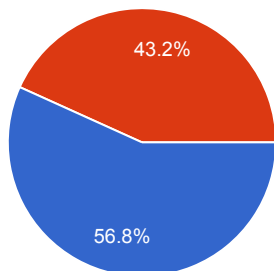
| | | |
|---------|-----------|-------|
| Yes | 29 | 78.4% |
| No | 1 | 2.7% |
| Sort of | 7 | 18.9% |

Is the reading room policy available for researchers to view on the institution's website?



| | | |
|-----|-----------|-------|
| Yes | 23 | 63.9% |
| No | 13 | 36.1% |
| N/A | 0 | 0% |

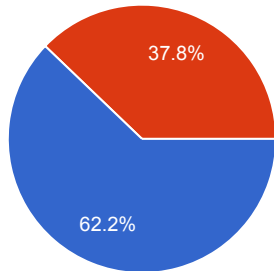
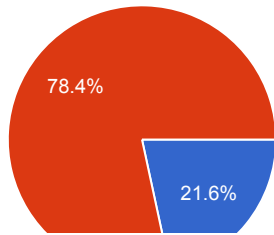
Is your reading room open by appointment only?



| | | |
|-----|-----------|-------|
| Yes | 21 | 56.8% |
| No | 16 | 43.2% |

Does your reading room have evening or weekend hours?

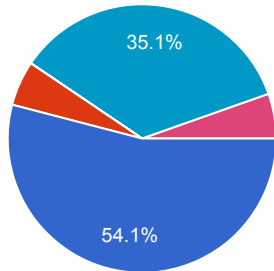
| | | |
|-----|-----------|-------|
| Yes | 8 | 21.6% |
| No | 29 | 78.4% |



n policies before they arrive?

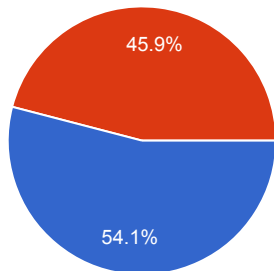
| | | |
|-----|-----------|-------|
| Yes | 23 | 62.2% |
| No | 14 | 37.8% |

Is your reading room staffed by general archivists/librarians, reference specialists, or paraprofessionals/students?



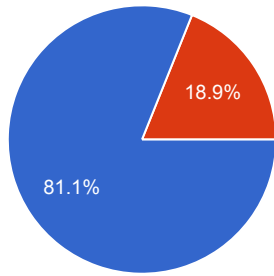
| | | |
|-------------------------------|-----------|-------|
| General archivists/librarians | 20 | 54.1% |
| Reference specialists | 2 | 5.4% |
| Paraprofessionals | 0 | 0% |
| Interns | 0 | 0% |
| General student workers | 0 | 0% |
| Some combination of the above | 13 | 35.1% |
| Other | 2 | 5.4% |

Do you use security cameras?



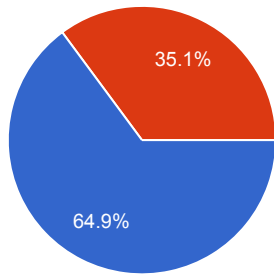
| | | |
|-----|-----------|-------|
| Yes | 20 | 54.1% |
| No | 17 | 45.9% |

Must researchers fill out a registration form when they arrive?



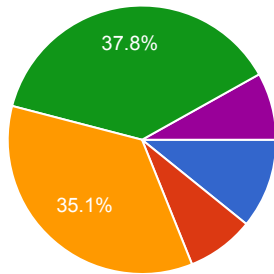
Yes **30** 81.1%
 No **7** 18.9%

Do you have lockers for patron belongings?



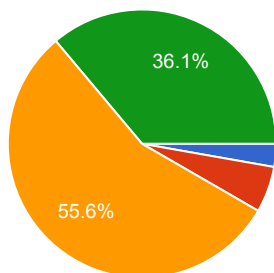
Yes **24** 64.9%
 No **13** 35.1%

Do you have a formal reference interview with researchers at the time of appointment scheduling or upon arrival?



Yes, when they schedule their appointment **4** 10.8%
 Yes, when they arrive **3** 8.1%
 Yes, sometimes both **13** 35.1%
 No, just answer questions as they are asked **14** 37.8%
 Other **3** 8.1%

How do researchers generally request materials?

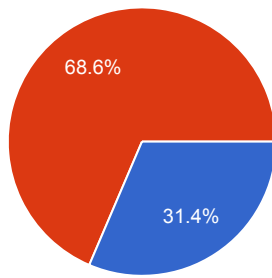


| | | |
|---|----|-------|
| A cart or bag through the ILS or other system | 1 | 2.8% |
| An online form | 2 | 5.6% |
| A list sent in email or provided upon arrival | 20 | 55.6% |
| Other | 13 | 36.1% |

How many boxes/items are patrons allowed to have on the desk at a time?

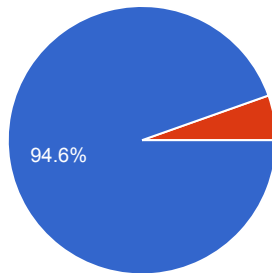
| |
|---|
| 1 |
| 3 |
| 2 |
| As many as they need/deem necessary |
| No clear stated policy on this. |
| one folder |
| unlimited boxes (if they are unrestricted collections), but only 1 folder at a time. |
| 1 box/ 1 item |
| I pull materials as they need them. |
| at discretion of staff usually depends on available space, not a set number |
| unlimited |
| Only one record carton. |
| 2-4 |
| 6 |
| One item at a time |
| 4 |
| Depends on the possible theft risk - normally a box, but if it's a box of Revolutionary war letters for example, then only a folder and items are counted before/after. |
| Ideally one, but we're flexible. |
| Generally, one box of archival materials or one rare book. Patrons can have several modern monographs at a time. |
| I don't have a set number. Depends on the type and amount of materials in a box. But, generally, 1-3 boxes. |
| As many as will fit on a records cart |
| various |
| no formal limit |
| 1 box, 3 vertical files, or 3 books |
| one box |
| 1 box |
| 1 box or 1-2 books |
| 1 box New policy started March 6, 2017 |

Are researchers allowed to make photocopies themselves?



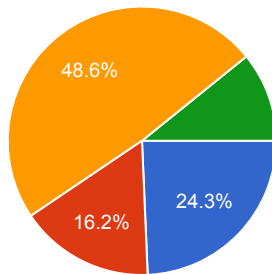
| | | |
|-----|----|-------|
| Yes | 11 | 31.4% |
| No | 24 | 68.6% |

Are researchers allowed to use a personal camera/phone to take pictures?



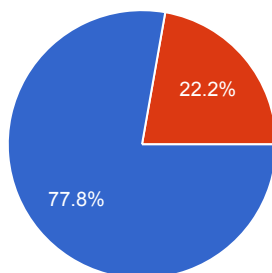
| | | |
|-----|----|-------|
| Yes | 35 | 94.6% |
| No | 2 | 5.4% |

Do you train researchers in proper care and handling?



| | | |
|------------|----|-------|
| Yes | 9 | 24.3% |
| No | 6 | 16.2% |
| It depends | 18 | 48.6% |
| Other | 4 | 10.8% |

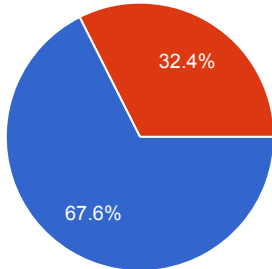
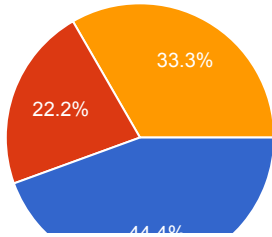
Do you provide gloves for handling photographs, film, 3D objects, etc?



| | | |
|-----|----|-------|
| Yes | 28 | 77.8% |
| No | 8 | 22.2% |

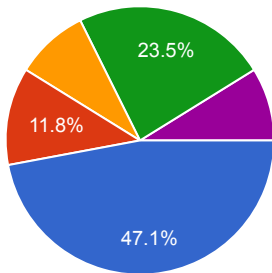
Do you provide book cradles and weights to everyone or only when asked?

| | | |
|-----------------|----|-------|
| To everyone | 16 | 44.4% |
| Just when asked | 8 | 22.2% |
| Other | 12 | 33.3% |



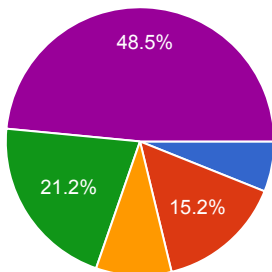
| | | |
|-----|-----------|-------|
| Yes | 25 | 67.6% |
| No | 12 | 32.4% |

How do you generate call slips?



| | | |
|--|-----------|-------|
| Handwritten | 16 | 47.1% |
| Through the ILS or other system | 4 | 11.8% |
| Through a homegrown method (Google forms, Microsoft Word mail merge, etc.) | 3 | 8.8% |
| N/A | 8 | 23.5% |
| Other | 3 | 8.8% |

Do you keep old call slips and, if so, for how long?



| | | |
|-------------------------|----------|-------|
| Yes, 1-3 years | 2 | 6.1% |
| Yes, 4-7 years | 5 | 15.2% |
| Yes, 8-10 years | 3 | 9.1% |
| Yes, more than 10 years | 7 | 21.2% |

Is there anything else you'd like to mention about your current reading room policies/practices?

- We do not provide gloves as we have no photos or objects
- Since i'm a lone arranger, I implement a "lunch" time break (30 minutes- 1 hour), depending on the researcher (local, national, international scholar etc).
- We have recently found there are gaps and inadequacies in our policies, which will be revised over the next two months. We accept walk-ins but usually only for researchers that have come a long way.
- Some protocols might be different if there were more staff members.
- We use Aeon
- Patrons currently register with a paper form, but we are considering moving to electronic patron registration.
- Generally, enforcement is the biggest issue, since some researchers tend to ignore policy

Number of daily responses

