

THE ATHENÆUM OF PHILADELPHIA

Guest Reader Regulations & Application

The special collections of The Athenæum of Philadelphia are made available to all serious readers; sufficient intent and a willingness to observe the following regulations are the only requirements.

1. Any persons who are not Shareholders or Resident Subscribers of the Athenæum must register each day. Upon initial visit, all non-members and guest readers must complete this form and provide sufficient photo identification.
2. No guest readers are allowed access to the Athenæum's collections unattended.
3. All stack areas above and below the public areas are closed. Materials required from closed areas should be requested from the reference staff. The materials will be brought to the reader.
4. No books, periodicals, manuscripts, photographs, or architectural drawings will be circulated.
5. Smoking, eating, and drinking are not allowed at any time.
6. Cell phones and pagers must be turned off before entering the reading room.
7. No marks may be added to or erased from books, manuscripts, or drawings; no tracings or rubbings may be made. No books, papers, or other objects may be laid on materials. Photocopies and other reproductions can be made; please see the reference staff.
8. At no time shall ink, ball point, or other indelible pens be used by the reader while working with Athenæum materials. Pencils are the only permissible writing tools.

The Reader is fully responsible for items charged out until they are returned to the reference staff.

THESE PRECAUTIONS ARE DESIGNED TO PROTECT BOTH THE BOOKS AND THE READER. PLEASE RESPECT THEM.

Name: _____ Phone: _____

Address: _____
Street City/Town State Zip

Subject of Research: _____
(Architect, Building, Period, Style, Etc.)

Nature of Materials Sought: _____
(Drawings, Papers, Records, Plans, Etc.)

Philadelphia Address: _____
(If Applicable)

Affiliation: _____
(University, Firm, Company, Institution, Etc.)

If Graduate Study, direct by: _____

I HAVE READ AND AGREE TO ABIDE BY THE READER REGULATIONS.

Signed: _____ Date: _____