

THE BEINECKE RARE BOOK AND MANUSCRIPT LIBRARY

The Beinecke Rare Book and Manuscript Library is open to Yale students and faculty and all other qualified persons. The Library is open for research Monday through Thursday from 8:30 a.m. to 8:00 p.m., Friday 8:30 a.m. to 5:00 p.m. except on holidays and Yale University recess days.

Reading privileges are granted to registered readers to use Beinecke material, subject to the following rules:

1. Readers are required to deposit coats, hats, brief cases, and other personal property not essential to their work. Readers may take into the Reading Room only paper and books essential to their immediate research.
 2. Readers are to fill out their own call slips legibly, pressing firmly in pencil and using an individual slip for each item.
 3. Rare books and manuscripts may be consulted only in the Reading Room, and no material may be removed from the building.
 4. All material in the Library must be handled with great care. No marks may be added or erased. No tracings or rubbings may be made without specific permission. No books, papers, or other objects (except the weights specially provided for holding books open) may be laid on or affixed to the material. The arrangement of manuscript pages must not be altered.
 5. The use of pens or indelible pencils is not permitted in the Reading Room. Computers and microfilm readers are available.
 6. All material must be returned to the desk attendant when the reader leaves the building. Material to be used in the immediate future may be reserved at the desk.
 7. The Library will make various kinds of reproductions, subject to its regulations which are available from the Public Services Department.
 8. Readers are welcome to use the lounge for rest, but not for food and beverages. Smoking is not permitted within the building.
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Readers are informed that the Library's security system includes the use of video taping in the Reading Room.