

California Room Rules

Please sign our guest register before using the materials in this room.

All parts of a book, pamphlet, map or other item, reflect its history as an artifact. We request your cooperation and care when handling California Room materials to ensure the preservation of their physical and textual integrity.

1. All books and ephemera must be consulted on site. The California Room will not loan out material to any individual or organization at any time.
2. No food or drink is allowed in the California Room.
3. Pens are not allowed in the California Room. Researchers may use pencils or laptop computers only.
4. Gloves must always be worn when handling photographs. These will be provided by the California Room staff.
5. Handle all materials carefully. Do not lean or press on materials, do not force books and do not write on or mark archival materials in any way.
6. Records being consulted must be kept in their original order.
7. Materials housed in boxes or cartons should be kept in the order received; please remove one folder at a time and replace materials and folders in the order you find them.
8. Please close books and file boxes when not in use.
9. Researchers may photocopy newspaper clippings, taking care not to damage them in the process, and replacing them in their respective folders when finished.
10. City and County Directories and books kept in our locked cases may not be photocopied except by special permission and with the assistance of the California Room staff. Photocopying of other materials may be denied at the discretion of the California Room staff.
11. Maps may be viewed with the assistance of a California Room staff member. Maps may not be photocopied.
12. Please report any damaged or misfiled documents to the staff.
13. Please ask for assistance to look at a Marin County Voter Register.
14. California Room materials do not circulate.

Thank you for your helping us to protect our special archive on Marin County and California, so that it may be enjoyed by future generations.