

In an archive, the term "**stacks**" refers to the storage areas where fragile and rare materials are housed, not the public reading room where researchers work. Therefore, the most typical archival stack rule is that public access to stacks is forbidden.

Security and facility access

- **Closed stacks:** Researchers are **not allowed in the stacks**, record storage areas, or other staff-only locations. Staff retrieve and reshelve materials on a researcher's behalf.

Material handling

- **Material order:** All materials must be kept in their original order. Using placeholders is required to mark where a folder or item was removed, so it can be returned correctly. If a document appears to be out of place, notify a staff member instead of rearranging it yourself.
- **Flat surfaces only:** Archival materials must remain flat on a table and should not be placed on laps, chairs, or the floor. Do not lean, rest arms, or place notebooks on top of documents.
- **Limited retrieval:** Researchers are typically limited to using 1-4 boxes of materials at a time to reduce the risk of items being misplaced.

Prohibited items and actions

- **No food, drink, or gum:** The absolute ban on food and beverages is a universal rule to prevent spills and to avoid attracting pests that could damage the collection.
- **No pens or ink:** Only pencils are permitted for taking notes, as ink can cause permanent damage to documents. Pens, markers, and highlighters are strictly prohibited.
- **No damaging materials:** The use of sticky notes, paperclips, and other fasteners is forbidden. Researchers may not fold, tear, or mark documents in any way.

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