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- All rare materials are housed in closed stacks and are non-circulating.
- You must present a picture ID with contact information to request rare materials.
- Only pencil may be used in the reading room. If you do not have a pencil, one will be provided.
- Your hands must be clean.
- Please handle materials gently. Turn pages from the top or bottom corner. Do not lean, trace, or use rare materials as a writing surface.
- No food, drink or outside materials are allowed in the reading room. Place all personal belongings in the locker room outside the reading room.
- If you must bring in other LM research materials, you will be asked to give them to the desk person before you leave.

### Requestor Information

Name:

Mailing Address:

Email address:

Phone:

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I am requesting permission to use the material in a commercial publication. (See reverse)

These copies are for a state agency

If yes, what agency:

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### *For Staff Use:*

Date request filled:

Comments:

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