

VIII REGULATIONS ON THE USE OF MATERIAL IN THE MUSEUM:

1. Material kept in cases shall be regarded as not available for removal from the cases for inspection and study without a written application on a prescribed form signed by two members of the committees. The application must give the name and address of the applicant, the material to be examined, and a definite statement of the reason for the application.

2. (One of the following methods to be decided on):

(a) Every application must be made at least two days before the material is required. The form shall be left with the Secretary, who will obtain the necessary signatures.

or

(b) The applicant shall in person present the form for signature to any two members of the committees.

3. The application form shall contain, for the information of members of the committees, a series of symbols indicating the relative value of material in some such scheme as the following:

F = Too fragile for removal.  
D = Duplicate; may be used.  
O = Ordinary; of not much value.  
\* = Unique.  
\*\* = Too valuable for ordinary examination.

The Secretary will mark on each application, before it is signed, the appropriate symbol from the above classification for the information of the members of the committees.

4. Readers may not write upon, damage, turn down the leaves, or make any mark whatsoever upon any book, manuscript, or map belonging to the Museum, nor shall they in any way alter the condition of other material which they may be examining.

5. The erasure of any mark or writing on any book, manuscript, or map is strictly prohibited.

6. No copy or tracing shall be allowed to be made without permission to that effect being stated on the application.