



## THE SIXTH FLOOR MUSEUM AT DEALEY PLAZA

### Reading Room Visiting Guidelines

The library collection of The Sixth Floor Museum at Dealey Plaza includes more than 4,000 books, media and serials accessible to the public relevant to the life, death and legacy of President John F. Kennedy. The purpose of the Reading Room and its services is to support scholarly research and educational programs. When visiting the Reading Room, visitors are expected to abide by the policy and procedures established by the Museum. Visitors failing to follow these guidelines will be denied future access and use of the Reading Room and its materials.

#### I. Visitor Responsibilities and Conduct

- a. The Reading Room is accessible by appointment only. Contact the Librarian/Archivist at (214)747-6660 extension 6646, email at [readingroom@jfk.org](mailto:readingroom@jfk.org), or fill out our [Appointment Request Form](#). Appointments must be confirmed by the Librarian/Archivist.
- b. For scheduled appointments, visitors must check-in at the security desk located at Guest Services and present a form of photo ID. Security will notify the Librarian/Archivist and direct visitors to the Reading Room. The Reading Room is secured at all times and monitored by staff and security cameras. Visitors are never left unattended in the Reading Room.
- c. Personal belongings including purses, bags, backpacks and coats not essential for the duration of research in the Reading Room are not permitted. Cabinets are available for storing personal items. Personal books, papers and other research materials are subject to examination upon arrival and departure.
- d. Visitors can only use pencils and paper in the Reading Room. Laptops are allowed only for note-taking. Cameras, cell phones, scanners and all other electronic devices are not permitted and are to remain turned off at all times.
- e. No food or beverages are allowed.
- f. Noise level is kept to a minimum for researchers with the exception of Museum sponsored workshops, programs and events.
- g. If you need to cancel an appointment, please notify us as soon as possible. If you are delayed for your appointment, call the Reading Room staff within 30 minutes of your scheduled appointment time. Otherwise, your appointment will automatically be cancelled.

#### II. Use of Reading Room Materials

- a. All materials are non-circulating and must remain in the Reading Room.
- b. **Visitors are not permitted to enter in the enclosed stacks of the Reading Room** where a portion of the library collection is located. Museum staff must retrieve requested items for visitors.

- c. Visitors are permitted to view a maximum of five items at a time. Additional requests may be made after materials are returned.
- d. Photocopies of Reading Room materials are limited and must be made by Museum staff. Payment for copies will be charged to the individual requesting photocopies. It is the responsibility of the individual requesting photocopy services to observe applicable copyright and property laws.
- e. To request the viewing of materials from the Museum's historical collection including oral histories, photographs, artifacts, documents, films and/or video, notify the librarian two weeks in advance before visiting the Reading Room. For reproduction of these materials, please fill out the [Rights and Reproduction Request Form](#) on the Museum's website.
- f. Visitors must handle library materials with care and are responsible for any damages made to the Reading Room collection, equipment or furnishings.
- g. Computer stations are used for research purposes only and viewing media from the library or history collection.

### **III. Library Services**

The Librarian/Archivist provides research assistance including information about the Reading Room and its holdings, instruction on locating and using materials, and identifying relevant sources of information. The Librarian/Archivist will not provide monetary values or appraisals.

### **IV. Donations**

The Museum welcomes donations of material that fall within the scope of its collection. For donations to the collection, prospective donors are encouraged to send a list of items proposed to be donated before bringing them to the library. Once received, donated materials become property of The Sixth Floor Museum's Library. All donations are tax-deductible. The Museum greatly appreciates and makes an effort to acknowledge donations. A bookplate recognizing the donor is placed in each item added to the collection.