



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 292
63 Flushing Ave, Unit 300
Brooklyn, NY 11205

Department of Records Management and Archives

Reading Room Regulations

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The collections of the BNYDC Archives are made available for users. The Archives reserves the right to limit use at its own discretion.

Since many of our materials are rare or unique, care must be taken when handling these items. We request your cooperation in preserving our collection. Please observe the following procedures:

- All research visits must be scheduled in advance.
- Visitors to the Archives are required to fill out a *Research Request Form* and submit it to the [Archivist](#) and to furnish personal photographic identification. The form includes a statement of agreement to abide by the BNYDC Archives regulations, which users are required to read and sign before gaining access to the collections.
- Only materials necessary for research are permitted. Coats, umbrellas, purses, food and drink, and other items not expressly needed for research must be stored unless otherwise advised by Archives staff. Items approved for research, such as laptop computers and smart phones, may be kept with the user.
- Only pencils are allowed around archival materials. Ink is prohibited when using the collections.
- Items must be retrieved from storage by Archives staff. Because retrieving materials can be time consuming researchers must make arrangements to have relevant materials retrieved for them in advance.
- All materials must be handled with care. Material should remain face up on the table. Users should look through one folder at a time, maintaining the order in which the documents were delivered. Because our collections are fragile please take care not to lean on or tear the materials you are working with. Writing on materials, making rubbing or tracing the materials is prohibited.
- Users are required to observe any other rules regarding the use of materials as stipulated by Archives staff. You may be required to wear gloves, or take other precautions contingent upon the materials you are using.
- Mutilation, destruction or theft of the materials may result in legal action.
- Use Copies of materials are available upon request. BNYDC reserves the right to deny duplication due to the material's condition. The number of copies may be limited at the discretion of the staff.