

**Art Gallery of Ontario
E. P. Taylor Research Library and Archives**

Reading Room Rules

These rules are designed to help us protect our collections. We ask that you adhere to them in order to help us ensure their availability for future generations.

1. Personal belongings including briefcases, oversize purses, backpacks, folders, umbrellas, and outerwear such as overcoats and raincoats may not be taken into the Reading Rooms. A coat and bag check is available at the AGO entrance, or the lockers and coat rack outside the Library door may be used. Small purses, wallets, research notes, personal computers, and digital cameras may be taken into the Reading Rooms. The Art Gallery of Ontario is not responsible for lost or stolen items.
2. We reserve the right to inspect bags and folders when you leave the Reading Rooms.
3. Eating and drinking are prohibited in the Reading Rooms. This includes chewing gum and candy. Smoking is prohibited throughout the Gallery.
4. **ONLY PENCILS MAY BE USED** in the Reading Rooms, due to the potentially damaging residue from ink. Pencils and a pencil sharpener are available at the Reference Desk.
5. Collections **MUST NOT** be removed from the Reading Rooms.
6. All material must be handled carefully. You are responsible while it is in your custody. Please:
 - Do not place open volumes face down.
 - Do not write on or otherwise mark records or books.
 - Do not lay paper for note taking on top of documents or books.
 - For archival records, remove only one file at a time from a container.
 - Do not re-arrange archival records in any way.
 - Use the nitrile gloves provided when handling photographs.
 - If in doubt about any aspect of handling, please ask.
7. Research by groups (two or more persons) can pose additional risk to collections; we will consider requests for group research appointments on a case-by-case basis. Additional guidelines for handling collections may apply in these situations.
8. Self-service photography of collections for research purposes may be permitted, as long as guidelines for safe handling are followed. The laws of copyright apply to Library & Archives collections. Images taken by researchers are to be used **only** for purposes of **private study and research**. Please ask a staff member for more information.
9. The E. P. Taylor Research Library and Archives provides various photocopying and reproduction services, subject always to copyright, donor agreements and the physical condition of the collections. Self-service photocopying of archival materials is not permitted. If you require photocopies or reproductions, please ask for further information.
10. Access to some records may be restricted. It is the responsibility of the researcher to obtain permission to view these records from the person or agency imposing the restrictions.

All researchers, by signing their registration, agree to abide by these rules.

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Reference Desk: 416-979-6642

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