

City of Richmond **ARCHIVES**



Using the Reference Room

- NO FOOD AND NO BEVERAGES.
- Turn off your cell phones and any music players.
- This is a room used for research and study. Please be quiet and respect the concentration of others.
- Please, handle documents and photographs with care.
- Do not use pens in the Reference Room. Put your pens away and off the table. We can provide you with a pencil.
- No packs, purses, jackets or coats in the Reference Room. We can store them in the secure back office.
- Use of cameras of any type is not permitted without consent from the City of Richmond Archives. Flash or enhanced light is never permitted.
- Self-service copying is not available.
- Researchers are permitted to use portable PCs in the reference room.
- Materials may not be removed from the Archives.
- All records maintained by the Archives are subject to Freedom of Information and Privacy legislation and restrictions may apply.

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