

# PULLMAN STATE HISTORIC SITE

## BERTHA LUDLAM RESEARCH AND ARCHIVAL COLLECTION

### POLICIES

The Bertha Ludlam Reading Room asks all library visitors to comply with the following Library usage policies.

**SIGN-IN:** All guests must sign the daily log book at the entrance desk to the Reading Room. First-time patrons must register by filling out a Patron Registration Form.

All materials such as outer garments, knapsacks, handbags, newspapers, ink, scotch tape, briefcases, umbrellas, scissors, glue are to be placed on the floor or in a chair next to the work area and NOT placed on the table surfaces.

The use of pens is prohibited in the Reading Room. Pencils are provided.

**FOOD AND BEVERAGES ARE NOT ALLOWED IN THE READING ROOM.**

**EXITING:** All guests are asked to record the time of their departure in the daily log book. Guests are also asked to present all books, papers, portfolios, and handbags for inspection.

### PRESERVATION AND CONSERVATION

The holdings of the Pullman State Historic Site are unique and valuable resources for documenting and relating the history of the Town of Pullman. In order to maintain our collections for current and future use we must emphasize the conservation and preservation of its materials. Therefore, we ask Reading Room patrons to NOT do the following:

**Force books open**

**Place objects on open books**

**Turn open books face down**

**Write on paper placed on library materials**

**Mark in or remove marks from books**

**Fix damaged or uncut pages**

**Cut pages out of books**

Special Collections staff reserves the right to refuse a request to photocopy fragile or damaged materials.

*Where...architecture, labor history, landscape design, urban planning,  
And transportation history converge to showcase 19<sup>th</sup> and 20<sup>th</sup> Century industrial society.*

Illinois Historic Preservation Agency   Historic Sites Division