

## Draft Reading Room Procedures:

1. By the time a researcher enters the Reading Room to use materials, he/she should have designated which materials are desired. This can be done using the “Paging Request” on the separate page below.
2. The Reading Room monitor should print out and give to the patron the “Archives Patron Registration form – individual” available on the shared drive at Library\ASASA\ASASA Forms, along with a copy of the “Archives Access Policy” from Library\ASASA\ASASA Policies and Procedures,” both of which should be signed, dated, and returned to the monitor. (These documents should be filed in the top drawer of the file cabinet under “Patron Registration.”)
3. Fill in the appropriate line on the “Archives Patron Registration – overall” form on the Reading Room clipboard, being sure to record both entering and leaving times for the patron, as well as a summary of time in the Archives. If you have provided reference to the patron as well, fill in this information, including how long you spent providing reference, on the “Reference Worksheet,” also on the shared drive in Library\ASASA\Forms.
4. The Reading Room monitor should either show the patron the policies regarding reading-room use as given on the plastic display on the desk or give the patron a copy of “Rules When Working ...” that can be printed from the shared drive at Library\ASASA\Policies and Procedures.
5. Be sure the patron has no food or drink (except for a water bottle with a lid that can be placed on the floor), and has no personal belongings nearby his/her work surface that could be used to take away ASASA materials (such as a backpack, briefcase, or pile of papers). Inform the patron that personal belongings must be placed in a closet or office or a distance away from the patron while he/she is using materials.
6. Inform the patron that pencils only should be used while working with ASASA materials. Lend the researcher a pencil if necessary, and point out the pencil sharpener.
7. Tell the patron that there is a procedure for copying materials, give the patron a copy of the “Request for Copies,” and follow the procedure for “Draft Procedure for Researcher Copy Requests,” explaining to the patron how to mark documents for copying and fill out the form, with information about how copies can be supplied.
8. Retrieve the patron’s materials.
9. If you encounter a container with a label that says there are “restricted materials” inside, look for red plastic paper clips and marked folders. In some cases entire

containers may be restricted, and this should be marked both in the finding aid (or digital asset management system) and on the box. Do not give restricted materials to a patron without consulting the archivist. Remove restricted folders from a box before giving the box to the patron. (Give them to the archivist or staff, to be returned to the box immediately upon receiving it back.) If the patron wants to see restricted materials that have been listed in the finding aid, inform him or her that he or she must see the archivist.

10. As the researcher finishes with each box, check to see if copies are needed, and remove the box, either placing back on the shelf or putting it in a designated area for scanning. Retrieve the next box on the paging list, or provide or solicit reference help for the patron if there are no more materials listed, and the patron needs help finding more.
11. If the patron can convey the paging list in advance—particularly desirable if large amounts of material are desired, or if staffing is limited to retrieve materials—boxes should be retrieved and placed on a cart as soon as convenient, and the boxes marked with the name of the researcher and the date of the visit using a “post-it” note. “Out” cards or dummies should be left in place of the container on the shelf. The cart may be left in an out of the way place in the storage area or Reading Room as safety and security allow.

**Embry-Riddle Aeronautical University Aviation Safety & Security Archives  
Patron's Paging List**

**Please complete the following and send to Archives staff either electronically, by mail, fax, or in person:**

Name (print clearly): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Professional Affiliation: \_\_\_\_\_

Projected Date of Visit: \_\_\_\_\_

Collection Title: \_\_\_\_\_

Box Numbers Desired \_\_\_\_\_

Collection Title: \_\_\_\_\_

Box Numbers Desired \_\_\_\_\_

Collection Title: \_\_\_\_\_

Box Numbers Desired \_\_\_\_\_

Collection Title: \_\_\_\_\_

Box Numbers Desired \_\_\_\_\_

Collection Title: \_\_\_\_\_

Box Numbers Desired \_\_\_\_\_

Is there a subject you were looking for but were not able to find using our access tools?  
If so, please describe and our staff will try to find it for you.

\_\_\_\_\_

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Email to [prasasa@erau.edu](mailto:prasasa@erau.edu), or fax to (928) 777-3934, or send to Aviation Safety & Security Archives, Embry-Riddle Aeronautical University, 3700 Willow Creek Road, Prescott, AZ 86301-3720, or telephone (928) 777-3949. Add pages as necessary.