

**Medical Center Archives
NewYork-Presbyterian/Weill Cornell**

REFERENCE ROOM RULES

MATERIALS BROUGHT TO THE REFERENCE ROOM

Researchers may bring only those items to the reference room tables that are immediately necessary for research. Coats, purses, backpacks, and brief cases must be left in the reception area.

MATERIALS PROVIDED TO RESEARCHERS

Researchers are responsible for safeguarding any archival materials that are made available to them in the reference room. Researchers may not remove materials from the reference room, nor may they rearrange the order in which materials are delivered to them.

USE OF MATERIALS

The use of any kind of pen is prohibited in the Reference Room. **Only pencils may be used.** Records may not be leaned upon, written upon, folded, traced, or handled in any way likely to damage them. In certain cases, researchers may be required to use microfilm copies of records when such copies are available.

EATING AND DRINKING

Eating and drinking are prohibited in the reference room.

PHOTODUPLICATION SERVICES

The Archives will consider requests for duplicating limited amounts of material when such duplication can be done without injury to the material, and without violation of copyright restrictions. Multiple copies of individual items are not permitted. Copies will be provided for the researcher's personal reference use only; copies may not be further reproduced. Receipt of photocopies from the archives does not constitute authorization to publish. Such authorization must be separately applied for. **The current charge for photocopies is 25 cents per copy.**

RECOMMENDED CITATIONS

For archival citations, always work from the most specific to the most general information. Citations should include an identification of the document (which will usually include a date), the box and folder number, the name of the collection or record group, and the repository and city where the document is located. For citations in both published and unpublished papers, this archival repository should be listed as:

Medical Center Archives of NewYork-Presbyterian/Weill Cornell.

Suggested examples of citations:

Hinsey, memo, Jan. 12, 1963; box 4, folder 6; Joseph C. Hinsey Papers, 1914-1980 (Medical Center Archives of NewYork-Presbyterian/Weill Cornell, New York, NY).

Jones to Smtih, letter, Dec. 12, 1944; box 6, folder 17; Records of Dept. of Medicine, New York Hospital: 1932-1948 (Medical Center Archives of NewYork-Presbyterian/Weill Cornell; New York, NY).

Box and folder numbers can be found in the finding aids and registers, or on the folders themselves. The archives staff will provide bibliographic information for collections and record groups that have not yet been fully processed.