

Arnold Arboretum Horticultural Library Access Procedures

The Library and Archives is open to the public and Arboretum volunteers Tuesday to Friday, 10 am to 4pm.

- All visits are by appointment only. All visitors must make an appointment at least one day in advance by emailing hortlib@arnarb.harvard.edu. Due to limited staffing, we cannot accept drop in visitors.
- All visitors must register with Hollis Special Request (<https://aeon.hul.harvard.edu/aeonauth/aeon.dll>) prior to their visit.
- The Arnold Arboretum Horticultural Library reserves the right to ask all library users to provide an HUID or other identification to the assisting staff member.
- No outerwear or bags are allowed; coats and bags must be checked in lockers in the first floor lobby.
- The stacks are closed; material will be retrieved for your use.
- The use of pens is prohibited; only pencils may be used.
- The use of laptops is allowed; permission is required for the use of cameras, and other reprographic devices.
- All photocopying and photographing is subject to approval.
- Cell phones may not be used in the Reading Room. You should make any calls in the hallway.
- Please note that there is no longer a library telephone mailbox. Please use the email above to contact us.

Use of the Archives

In addition to the above-mentioned requirements, use of archival material requires adherence to the following safeguards in order to protect unique and often fragile materials.

- Gloves are not required, however users should wash their hands prior to using the materials.
- All material must be handled with care.
- Only a limited amount of material may be consulted at one time.
- The existing order of material must be maintained in the folders and not be altered under any circumstances. Papers must be kept neatly stacked within folders.
- No marks are to be added to or removed from any item.
- Notebooks or paper used for taking notes must never be placed on top of the archival material.
- All materials must be returned to the Reference Desk at the end of the day.
- If certain items are to be used again, please notify the staff.
- Photographic prints and negatives require special handling. Inquire at the Reference Desk for information regarding the use of photographs.
- Permission to use material is not permission to publish; the latter entails a separate procedure.