

MICROFILM RESEARCH ROOM RULES

Welcome to the National Archives and Records Administration--Southeast Region (Atlanta).

We encourage researchers to use the resources in our microfilm research room (MRR). To use the MRR effectively, researchers are required to observe NARA and Southeast Region regulations and procedure, including those that follow. If you have questions or comments, please speak with a NARA staff person.

1. Signing in Procedures: Each researcher must sign in clearly and legibly upon arrival at the facility and sign out at the end of each day or upon departure in the microfilm sign-in register.

2. Hours of Operation: Daily hours are 7:00 a.m. to 4:00 p.m. daily, except weekends and Federal holidays. We are also open to microfilm research for extended hours every Tuesday evening from 4:00 p.m. to 8:00 p.m. Reservations are required for use of the microfilm readers. The research room may be closed on regular workdays due to unusual circumstances such as severe weather or special programs. Researchers must leave the facility promptly at the end of public hours.

3. Self-Service Operation: We are a self-service operation. Undertaking research is the responsibility of the individual researcher. Staff and volunteers may assist researchers with locating microfilm, learning how to operate equipment, and becoming familiar with other operations. Staff may not conduct research for patrons. Assisting other researchers and performing other duties limit the amount of time staff members can spend assisting an individual researcher. Volunteers are sometimes available to assist patrons, but volunteers cannot conduct research for patrons or devote unlimited or extensive time to individual researchers.

4. Reservation System: The MRR operates on a reservation system because of the limited number of microfilm readers and the sometimes large number of researchers. To make a reservation, please call (404) 763-7477 and ask to make a reservation for a time slot on a particular day (7:00 a.m. to 11:30 a.m. and 11:30 a.m. to 4:00 p.m., and on Tuesday, 4:00 p.m. to 8:00 p.m.). We accept reservations up to one month in advance.

5. Choosing a Microfilm Reader: No specific reader is reserved for a specific researcher. The MRR operates on a first come, first serve basis.

6. Number of Microfilm: Researchers are limited to using only one or two rolls of microfilm at a time. Additional rolls may be used after the first rolls have been returned. Researchers must return microfilm to its proper cabinet and drawer after use. Books and

other materials must be returned to their proper shelf locations. If unsure of where to return materials, please ask for assistance.

7. Smoking, Eating, or Drinking: This is a smoke free facility, a policy strictly observed. Eating or drinking (including candy, gum, mints, etc) are prohibited. Food and drink must be stored in a locker provided for patron use. There is a lunchroom available for patron use. If water is required for medical reasons, a physicians note is required.

8. Personal Belongings: Lockers are available for patron use. No purses, binders, satchels, backpacks, briefcases or other types of containers are allowed in the research room. Coats and other apparel are either worn or placed into a locker. Please do not forget your personal belonging upon leaving the facility.

9. Quiet Area: Researchers are requested not to talk loudly or otherwise disrupt or interfere with the work of other researchers. We ask that you please turn off Cell Phones upon entering the Research Room. Researchers accompanied by children are given a separate policy sheet discussing their responsibilities. Researchers are expected to leave their microfilm reader areas and other MRR areas in a clean and orderly fashion.

10. Copies of Microfilm: Self-service reader/printers are available for patron use at 30 cents per copy. Researchers must first use the regular microfilm readers to locate the correct images to be copied. Researchers may not use the reader/printers to conduct research and use of the reader/printers is limited to 15 minutes at one time. Ask either a NARA staff person or a volunteer for assistance in learning how to operate the reader/printers correctly. Please do not attempt to correct a paper jam or make repairs on any of the equipment. Notify NARA staff of any equipment problems.

11. Photocopier Use: A self-service photocopier is available in the MRR for making copies of books and other materials. Please do not use the auto-feed function of the photocopier. Be cautious and gentle when copying books to avoid breaking the spines. Please pay for photocopies as they are made at 15 cents per page.

12. Removal or Mutilation of Government Property: Researchers are responsible for all microfilm and other Government equipment and materials used. The unlawful removal or mutilation of Government property is punishable by fine or imprisonment or both. The personal belongings of researchers are subject to inspection by NARA staff.

Thank you for your patronage and cooperation.

[5 March 2003]