

# The National Archives at San Francisco

## What's Allowed in the Research Room

### People, Food, and Drink

#### Not Allowed

- Persons without a valid research card\*
- Children under 14 years old
- Food, drink (including water), candy

#### Allowed

- All persons with a valid NARA researcher card

### Clothing and Apparel

#### Not Allowed

- Coats, overcoats, jackets or other types of outerwear. This includes sweaters with full length zippers.\*
- Hats, caps, or scarves
- Purses, fanny packs, briefcases, suitcases, handbags, backpacks, boxes, bags, equipment bags, or containers of any kind
- Clear plastic bags if larger than 10"x10"

#### Allowed

- Sweaters and sweatshirts, with or without hoods. (Only indoor wear; no full length zippers)
- Religious head coverings
- Small silk or similar indoor- type kerchiefs
- Coin purses or small pocket sized wallets
- Clear plastic "sandwich/food storage type" bags for holding small items no larger than 10" x 10"

- \* NARA has the right to determine whether sweaters or other garments are considered outerwear. "Outerwear" are outer layers of garments, such as jackets, ponchos, caps, etc. that are often worn outside and are typically subject to the elements. Outerwear is not allowed.

## Notes and Related Materials

### Not Allowed

- Envelopes, notebooks, pads, binders, folders
- Pens, markers "Post-it" notes (unless stapled to pre-existing notes)

### Allowed

- Stamped research notes on loose paper, NARA issued paper and note cards, handouts, and NARA publications
- One approved research-related book at a time
- Pencils and mechanical pencils

## Special Equipment

### Not Allowed

- Flash bulbs
- Personal copiers
- More than one CD at a time

### Allowed

- Video and audio recording decks
- Cameras, camcorders and tripods
- Photographic copy stands (with approval)
- Video tapes, audio tapes, and film
- [Scanners](#) (only flatbed without autofeed)
- Personal computers
- One CD at a time

- **Before you enter the research room**

- You must leave personal belongings in free, secure lockers. This includes bags, carrying cases, briefcases, purses, books, notebooks, and notepads.
- You can bring a coin purse or wallet into the research room.
- We will provide notepaper and a pencil.
- Pens and highlighters are not allowed, nor are pressure sensitive notes, such as Post Its.
- Pre-written notes must be on loose paper (not on a pad, in a binder, or in a notebook).
- The staff must stamp your loose paper notes to identify them as belonging to you. Stapled notes can be stamped once on the back. Pressure sensitive notes, such as Post Its, must be removed or stapled to the page.
- You may not bring items such as books, magazines, or newspapers unrelated to your research in the National Archives into the research room. Exceptions can be made at the discretion of the staff for materials closely related to your research. Excepted materials will be stamped or tagged.