



## Additional Policies

### Fees

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The Library & Archives has two coin-operated, self-service photocopiers available for 15¢ per copy. A time limit is imposed when others are waiting; large orders can be handled by our staff for 25¢ per copy. Copies from original manuscript materials can only be made by the Library & Archives archivists; the cost to make copies from original manuscript materials is 50¢ per copy.

The Library & Archives has two Zeta Book Scanners available to the public. Individuals with a flash drive can save digital scans of pages from books. Since no toner or paper is involved, there is no charge for the use of this scanner. A time limit may be imposed when others are waiting.

The Microfilm Reading Room has four microfilm readers that do not have copy capability. There is no charge to use the readers.

The Microfilm Reading Room has seven coin-operated, self-service microfilm reader-printers; copies are 25¢. The reader-printers only take quarters. A change machine is available for \$1 and \$5 bills.

The Microfilm Reading Room has ten microfilm reader-scanners. Patrons can use a flash drive to save digital scans of records or documents made from microfilm. Since no toner or paper is involved, there is no charge for the use of these scanners.

The Library and Archives has flash drives available for sale in the Tennessee Room. The 4gb flash drives are sold at cost.

### Manuscripts Materials

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The majority of original manuscript materials at the Tennessee State Library and Archives have been microfilmed and are available to the public Tuesday through Saturday from 8:00am–4:30pm (Central Time), excluding state and federal holidays. The manuscript materials which have not been microfilmed -- including photographs and maps -- are only available for viewing in the Manuscripts Reading Area. The Manuscripts Reading area is open Tuesday through Saturday 8:00am -4:30pm (Central Time). Please note: Archival materials are available for retrieval between the hours of 8:00am -12:00 pm and 1:00 pm -4:00 pm. If you know you will need materials between 12:00 pm -1:00 pm, please call ahead to the Public Services section at 615-741-2764 or e-mail TSLA. We will do our best to accommodate your request.

## Telephone and Cell Phones

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A pay telephone is located in the hallway near the microfilm cabinets. As a courtesy to our other patrons, we ask that you turn off cell phones while in the building; please make outgoing cell phone calls outside the building or in the entranceway lobby.

## Infants and Children

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Children must remain under the close supervision of a parent or other adult. Running and loud talking are strictly forbidden.

## Food, Smoking, and Restrooms

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Eating and drinking are not permitted in the building, except in the designated Patron Lounge.

In accordance with Tennessee state law (Public Chapter 410, Acts of Tennessee), smoking is not permitted inside the Tennessee State Library and Archives or within 50 feet of the main entrance.

Restrooms are located near the microfilm area.

## Firearms and Weapons

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Firearms and weapons are prohibited in the building (with the exception of officers of the law in the course of their duty [TCA 39-17-1315 (9b) (2)]). It is a misdemeanor to intentionally destroy, conceal, remove or impair the verity, legibility or availability of a government record [TCA 39-16-504].

