

# National Society of the Sons of the American Revolution SAR Genealogical Research Library Guidelines

Welcome to the SAR National Headquarters and SAR Genealogical Research Library. We are happy to provide this opportunity for you and your group to discover our fine collection. In order to receive the greatest benefit from this experience, we ask that you observe the following guidelines. Thank you and enjoy!

- Patrons may bring a tablet, unbound research notes, and one three-ring binder or one non-manila file folder. You may use paperclips and binder clips to contain loose papers.
- Expandable files, manila envelopes, pocket folders, portfolios, and loose-leaf folders (with brads) are not permitted.
- Library guests must use pencils only. No ink pens or highlighters are allowed in the Library.
- Bags, purses, briefcases, etc., should be stored outside the library. Lockers are available for your convenience.
- Personal copiers, scanners, and cameras are not permitted.
- Laptop computers are allowed in the Library, and wireless Internet connectivity is available. Electrical outlets are available for laptops.
- The Library collection is non-circulating; therefore no books or other references may be taken from the Library.
- Smoking, food, gum, and beverages are prohibited in the Library.
- Please silence all cell phones and pagers while in the Library.
- Young children must be kept with accompanying adult(s) at all times.
- Visitors are allowed on Library floors only. Please avoid those areas designated for SAR staff only.
- Restrooms are located on the first floor behind the lobby reception desk. Do not take Library books into restrooms.
- As a precaution, the SAR Library staff reserves the right to inspect all materials leaving the Library.