



ONE National Gay & Lesbian Archives
at the University of Southern California
909 West Adams Los Angeles CA 90007
(213) 741-0094

Research Guidelines

General rules for visitors and researchers:

- Eating, drinking, smoking and chewing gum are prohibited in the archives.
- Purses, backpacks, briefcases, or any other bags are prohibited during research or tours. A cabinet is provided to store personal items, however ONE assumes no responsibility or liability for any possessions or material brought onto the property.
- Pens, ink, or any other permanent marker is prohibited. Pencils can be provided upon request.
- Laptops, cell phones, and cameras are allowed, but personal scanners are prohibited.

Handling the collections:

- Please wash your hands before handling materials. Restrooms are located in the northwest and southeast corners of the building.
- Support bound materials carefully. Never place an open book face down.
- Do not use paper clips, rubber bands, Post-it notes, or any three-dimensional objects for place markers. Paper bookmarks are available at the reference desk.
- Items in folders should be examined one at a time; please keep them in the order they were found.
- Do not remove items from their clear Mylar sleeves.
- Cotton gloves must be worn when handling photographs, art or special books and documents; see the reference desk attendant for guidelines.
- When using materials housed in special enclosures, please be sure to put them back in the same way in which they were found. If you need help rehousing an item, please ask a staff member.
- If the item you are handling seems too fragile, please ask a staff member for assistance.

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Thank you for your cooperation; following these rules will help us preserve our LGBTQ history.