



Library Rules

Visitors to the Cincinnati History Library and Archives must complete a registration form, present a photo ID and agree to the camera policy. These forms will need to be updated annually.

No eating, drinking, or vaping is allowed in the library.

Only paper, pencils and electronics (computers, phones, etc.) are allowed in the Research Room. All other items must be stored in the locker area. This includes computer bags, purses, and coats. Staff will provide quarters to utilize lockers if needed.

Security cameras are throughout the library, and personal belongings may be inspected before leaving the Cincinnati Museum Center.

Only one manuscript box will be provided at a time. Please see the staff when you are ready to move on to another box. Only one folder should be utilized at a time. This helps to maintain order in the collections.

Cellphones must be set to vibrate or silent mode. Calls should be made in the mezzanine lobby.

Researchers must secure permission to publish copyrighted material from Cincinnati History Library and Archives collections. Copyright laws (Title 17 U.S. Code) and /or other requirements may apply.

Some items in the Cincinnati History Library and Archives may be restricted and not open to the public due to containing sensitive, personal or health care information.

Many materials are fragile and easily damaged. Researchers should treat items with care. Theft or mutilation of materials will be prosecuted.

Scans of photographs or other items may be available for a fee. Due to the considerable number of these requests, there will be a wait time of at least 4-6+ weeks for deliverables. Please see the staff for further information about these requests.