

BECOMING A RESEARCHER SOCIAL NARRATIVE



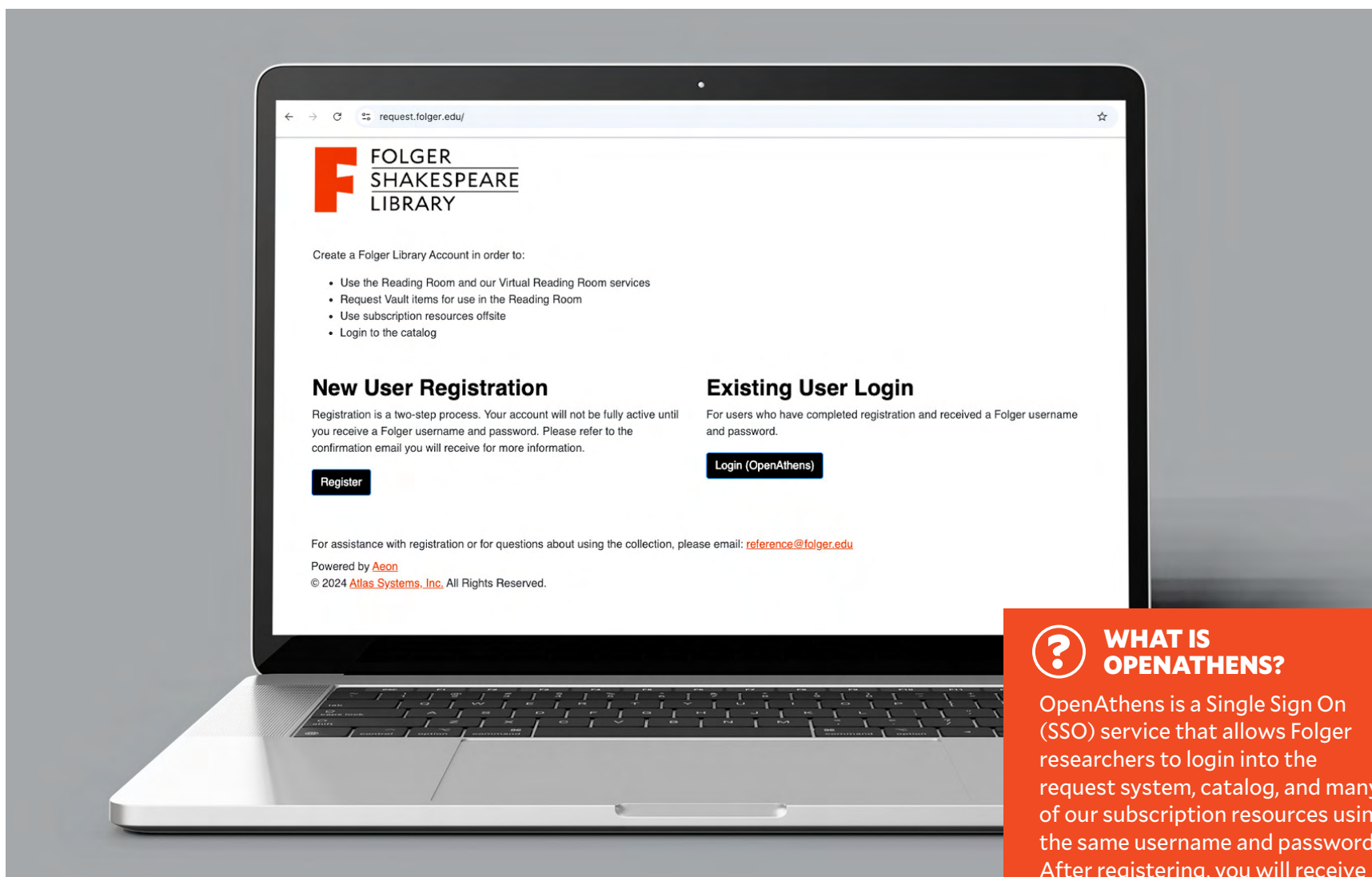
FOLGER
SHAKESPEARE
LIBRARY 



Lloyd Wolf

SO, YOU WANT TO BE A RESEARCHER!

Welcome! Here at the Folger Shakespeare Library, we invite anyone to be a researcher. The Reading Room is a space dedicated to research and discovery using the Folger collections. Research hours are Tuesday-Friday 9:30am-4:30pm.



HOW TO REGISTER AS A RESEARCHER

To register for a Folger researcher ID, complete a short form at request.folger.edu. You will then be able to use the Reading Room and our Virtual Reading Room services.

WHAT IS OPENATHENS?

OpenAthens is a Single Sign On (SSO) service that allows Folger researchers to login into the request system, catalog, and many of our subscription resources using the same username and password. After registering, you will receive an activation email. You must activate your OpenAthens account to request Vault material and access our subscription resources



Courtesy of washington.org

PREPARING TO ARRIVE

The Reading Room is kept at around 70°F / 21°C degrees, a temperature chosen to strike a balance between human comfort and the preservation of our collection. While you can't wear coats or gloves in the Reading Room, we do encourage researchers to bring sweaters for personal comfort.



WHAT CAN I BRING INTO THE READING ROOM?

So that we can protect and preserve the Collection for future users, the following items are NOT allowed in the Reading Room.

Folger staff may have more questions and ask you to leave additional items in your locker.



FOOD OR DRINK OF ANY KIND

INCLUDING BOTTLED WATER, GUM AND COUGH DROPS



YOUR OWN BOOKS, NEWSPAPERS, OR MAGAZINES



NON-GRAPHITE WRITING TOOLS

INCLUDING PENS, COLORED PENCILS, HIGHLIGHTERS, OR MARKERS



THINGS THAT CUT

INCLUDING SCISSORS, HOLE PUNCHES, KNIVES



BAGS AND ZIPPERED POUCHES

INCLUDING ANY KIND OR SIZE. CLEAR FOLGER-BRANDED BAGS ARE AVAILABLE IN THE LOCKER ROOM TO CARRY YOUR LOOSE ITEMS



THINGS THAT STICK

INCLUDING STICKY NOTES AND TAPE



BULKY CLOTHING OR ACCESSORIES

INCLUDING COATS AND JEWELRY THAT COULD INTERFERE WITH YOUR ABILITY TO SAFELY WORK WITH THE COLLECTION



COSMETICS AND LOTION



WHAT IF I NEED A FIDGET?

If you are someone that prefers to use a fidget while you are working, the Reading Room staff ask you to use quiet, non-sticky fidgets. No fidgets can be used while handling vault materials for the protection of the object.



GETTING INTO THE BUILDING

When you arrive at the Folger you will use the West Entrance to enter the building. The West Entrance is located on the corner of East Capitol and 2nd St SE. Walk down the ramp and you will arrive at the entry doors. Proceed inside and you will find the Welcome Desk located to your left.



Erika Nizborski

HOW TO GET YOUR RESEARCH CARD

Complete your registration process by presenting a current photo ID at the Visitor Experience Desk in the west lobby. This can be a passport, driver's license, school ID, work badge, Library of Congress ID, etc.

You will be issued a Folger ID on your first visit. Please always wear your lanyard with your Folger ID while in the building.



GETTING TO THE LOCKER ROOM

After you have checked in at the Visitor Experience Desk in the west lobby, you will receive detailed directions to the Researcher Locker Room, which is located on the second floor and across from the Reading Room.



CHECKING INTO THE READING ROOM

Head to the Reading Room Lobby, located across from the locker room, to check in. A staff member will scan your badge and give you a quick orientation to the Reading Room. They will also hand you an exit pass, a colorful piece of paper that you will need to return to the staff member in the Reading Room Lobby every time you leave the Reading Room.



Erika Nizborski

INSIDE THE READING ROOM

Located within the Reading Room, our Reading Room Reference collection includes dictionaries, encyclopedias, facsimiles, and other frequently consulted books. Researchers can independently browse and retrieve them on the ground level and on the balcony. Because these books are meant for quick reference use, they cannot be checked out or placed on hold.

Seating is unassigned, so sit at whichever desk you prefer. The four desks in the far northeast of the Reading Room, underneath the portrait of Henry Folger, are sit-stand desks.



OPEN STACKS

Checking out and returning Open Stacks books
Researchers can independently browse and retrieve books in the Open Stacks, located on Deck B, two floors below the main Reading Room. (For directions, ask a Folger staff member.) To check out books for study within the Reading Room, stop by the service desk in front of the fireplace. When finished, return books to that desk or any labeled carts; please do not return the books to the shelf. If you need assistance retrieving Open Stacks items or are unable to physically go to the stacks, please ask any staff member in the Reading Room.



HOW DO I REQUEST COLLECTION ITEMS?

Login with your OpenAthens username and password to request Vault items from a catalog or finding aids record. You can submit up to 10 requests at a time.

These are the set times when Folger staff members retrieve items from the Vault each day for researchers:

10am, 11:30am, 1:30pm, and 3:30pm

To receive Vault items at a posted page time, you must submit your request at least an hour beforehand. Requests for the last page of the day (3:30pm) must be submitted by 2:30pm. All requests submitted after 2:30pm will be paged for the following day.

You can pick up your Vault items at the Circulation Desk. You will need to exchange your exit pass for your items and will not be able to leave the Reading Room while you have Vault items checked out. It is helpful to staff for you to have the call numbers of the items you would like to check out.



Courtesy of washington.org

TEATIME

Every day that the Reading Room is open, we offer a free cup of tea (or coffee) to researchers from 11-11:30am. Pick up a voucher in the Reading Room Lobby when you first check into the Reading Room and present the voucher at our cafe, Quill & Crumb. Folger Tea is intended to foster community and conversation amongst our researchers.



Tim Tiebout

FINISHING YOUR RESEARCH TIME

All Items must be turned in before leaving the Reading Room. If you would like to keep Open Stacks items on hold for a future visit, ask the staff member at the desk in front of the fireplace and they will assign you a hold shelf.

Give your exit pass to the staff member in the Reading Room Lobby, let them know your name, and that you're done for the day.

Remember to take your items from the Locker.



Tim Tiebout

THANK YOU!

Thank you for being a part of the Folger as a Researcher. We hope that you continue to research with us, and we hope to see you again soon!