

## **Fees**

Coin operated photocopies (self service) are available for 15¢ per copy. A time limit is imposed when others are waiting; large orders can be handled by our staff for 25 cents per copy. Coin operated reader-printers (self service) for copies from microfilm and microfiche are available for 25¢ per copy. TSLA staff can prepare copies from microfilmed records for \$1 per page. A limited amount of change is available at our service desk. A change machine is available for \$1 and \$5 bills.

## **Manuscript Materials**

The majority of original manuscript materials at the Tennessee State Library and Archives have been microfilmed and are available to the public Monday through Saturday from 8:00am - 6:00pm CST, 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 Monday through Friday 8:00am - 4:30pm CST, and is closed on Saturdays. If the manuscript materials you need have not been microfilmed, we may be able to pull selected materials for viewing on a Saturday. Please call TSLA at 615-741-2764 no later than noon of the Friday before your visit with your request. Materials pulled in advance for Saturday viewing will be available from 9:30am-12:00pm and 1:00pm-4:00pm.

## **Telephones and Cell Phones**

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**

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

## **Food, Smoking, and Restrooms**

Eating and drinking are not permitted in the building. Restrooms are located near the microfilm area.

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.

### **Firearms and Weapons**

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 9b0 (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].