

Orientation

On your first visit, please ask a staff member to give you our 10-minute orientation / tour. This will help you understand the arrangement of materials. If at any time you have additional questions, please do not hesitate to ask.

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].