

# New York State Library and Archives

222 Madison Avenue | 518-474-5355

[www.nysl.nysed.gov](http://www.nysl.nysed.gov)

[www.archives.nysed.gov](http://www.archives.nysed.gov)

## Research Room Hours

Library (7<sup>th</sup> Floor): Mon. – Fri., 9:30 am – 5:00 pm

Archives, Manuscripts, and Special Collections:

9:30 am – 4:00 pm

Closed on all State holidays

## Retrieval Schedule (Archives and MSC)

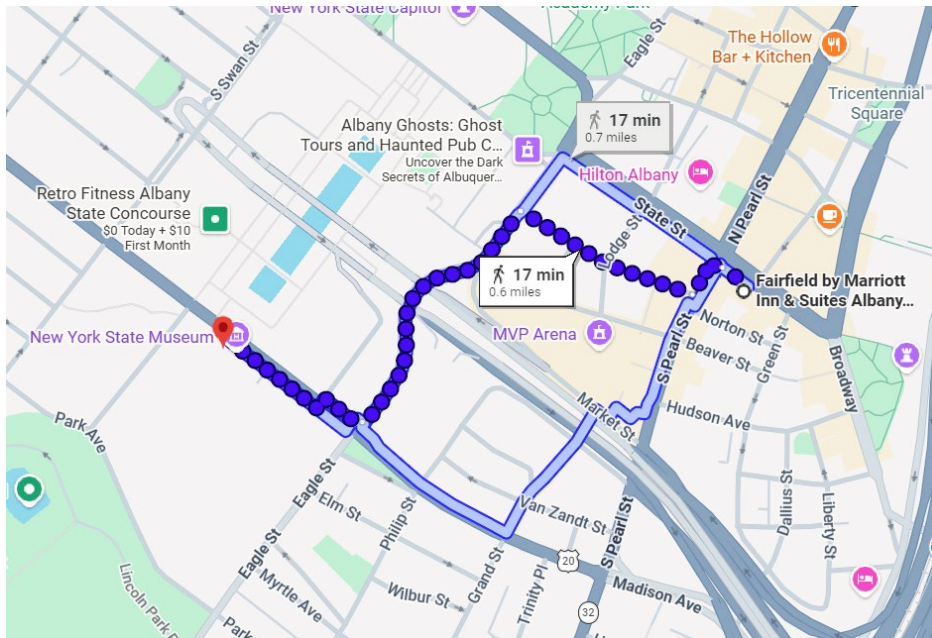
Weekdays, 10:30 am and 2:00 pm

Delivery 30-45 minutes later

## Important Information

- Must register – Bring Photo ID!
- Must sign-in/out in log book
- Lockers are provided
- **Not allowed:** binders, folders, notebooks with pockets, mechanical pencils, pens, scanners, computer and camera cases, overcoats, briefcases and suitcases, handbags and pocketbooks, backpacks, food, or drink
- **Allowed:** pencils, loose blank paper, notecards and notes, spiral notebooks without pockets, folders without pockets, laptop computer, hand-held cameras, mobile phones, magnifying glass
- Each researcher is assigned a reading table or a microform reader
- Overhead scanner available in research room for self-service digitization of materials. Reader-printers are available for self-service copying of Archives microforms.
- Larger copy orders and digitization can be requested from Archives staff: \$.25 per scan from paper documents, \$1.00 per higher-resolution color scan.

## Map



## Nearby Eateries

Empire State Plaza – *3 minute walk*

S Mall Arterial, Shopping concourse with a variety of restaurants

Steuben St. Café – 2<sup>nd</sup> floor of the NYS Museum

Tuesday – Friday, 7:30 am – 3:30 pm, Saturday 10 am – 3 pm

Variety of cold and hot sandwiches, salads, and smoothies.