

**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 Tuesday through Saturday from 8:00am – 4:30pm (Central Time), 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 Tuesday through Saturday 8:00am - 4:30pm (Central Time).

**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.

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.

Restrooms are located near the microfilm area.

**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 9b) (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].