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**HOUSE RULES for using Cooperating Collection Resources
The Foundation Directory Online (FDO) and**

We are pleased to be able to offer the community the resources of the Cooperating Collection of the Foundation Center. To ensure that everyone has the best possible experience using the resources, especially the Foundation Directory Online, we ask that you follow these simple rules.

Please:

- Do not arrive before 10:00 AM or stay after 3:00 PM.
- Sign in and out using the Attendance Log.
- Turn off all cell phones and other communication devices. If you must use your cell phone, please do so outside the front door of the building, not in the office or the elevator lobby.
- Try to keep talking to a minimum.
- No food, drink, pets, children, or music.
- Follow specific instructions from the Foundation staff.
- Ask for assistance if the computer or printer is not functioning properly. *Do not try to troubleshoot any problems yourself.*
- Do not remove ANY books or materials from the premises.
- Bring your own storage device (a “thumb drive” or “memory stick”) if you intend to copy and save directory research information. .
- Complete an evaluation form at the end of your session(s) to help us to better serve users of the Collection/FDO.

Thank you.

The Foundation Staff