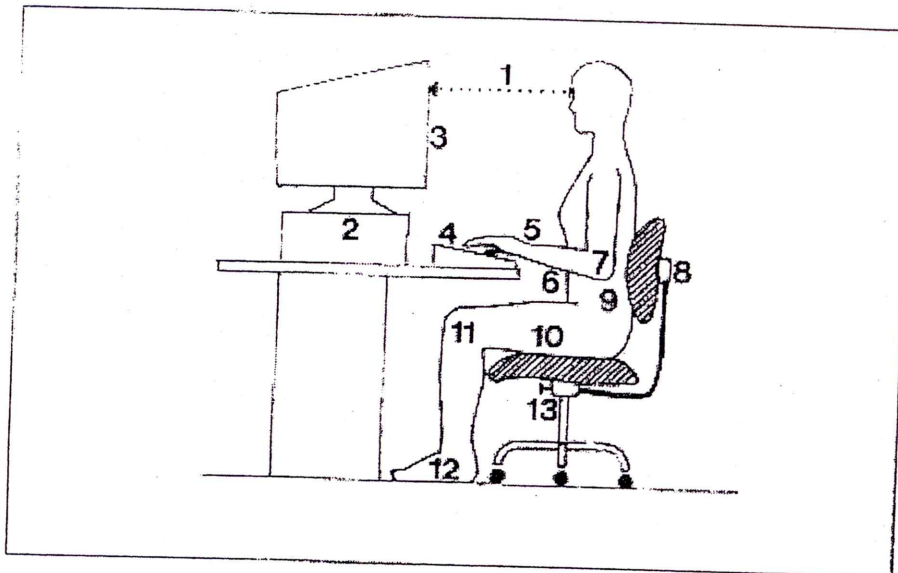


## Do-It-Yourself "Ergonomic Assessment" Checklist



1. \_\_\_ Top of screen about eye level, 1 to 2 feet from eyes.
2. \_\_\_ Screen elevated to proper height.
3. \_\_\_ Screen vertical.
4. \_\_\_ Keyboard pitched at comfortable angle.
5. \_\_\_ Wrists in "neutral position."
6. \_\_\_ Forearms near parallel with floor.
7. \_\_\_ Elbows at side.
8. \_\_\_ Lower back supported (use cushion if necessary).
9. \_\_\_ Back inclined 90-120 degrees away from screen.
10. \_\_\_ Thighs supported (use cushion if necessary).
11. \_\_\_ Knees at 90 degrees, as high or higher than hips.
12. \_\_\_ Feet flat on floor (use stool if necessary).
13. \_\_\_ Chair adjusted to comfortable height (see #6, 10, 11, 12).

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## **ONE BOX, ONE FOLDER**

at a time, please

## **DOCUMENTS REMAIN IN FOLDERS**

at all times

### **BASIC RESEARCH ROOM RULES**

The following is a list of some of the rules for researching in the Textual Research Rooms in the National Archives Buildings in Washington, DC, and in College Park, MD. Although this is not a list all of the rules, they are some of the most important and most commonly relevant ones to researcher activities. We appreciate your cooperation in helping us to preserve America's documentary heritage.

- Keep records in their original order within each file and box.
- Ink pens, markers, highlighters, post-it-notes, etc. may not be used. Please handle documents carefully. See staff for pencils and paper.
- Use only one box of material at a time. Only one folder from that box may be out and in use at a time.
- Documents to be photocopied should be tabbed in their place in the folder. Present the materials at the front desk for staff approval before proceeding to a copier. For information about large copying projects and reserving a copier, SEE A STAFF MEMBER.
- When copying materials, keep the copier lid down. Do not forget to remove documents from the copier when finished.
- Do not attempt to fix the copiers. SEE A STAFF MEMBER.
- NO FOOD, DRINKS, OR CANDY ALLOWED.



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CAUTION



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