

## INSTRUCTIONS REGARDING THE USE OF MATERIALS HOUSED IN SPECIAL COLLECTIONS

In order to preserve our social and literary history, the college has secured rare materials, archival materials, and other unique collections, which are housed in Special Collections. Because of the nature of these materials, Special Collections has adopted the following policy in an effort to preserve the materials for future generations.

Patrons\* using materials housed in Special Collections:

- Must have Special Collections staff obtain requested material.
- Must use the material within Special Collections. Campus patrons (students, faculty, staff) will be required to show campus ID cards and non-campus patrons will be required to show a valid form of ID.
- Must leave all personal items at the door, other than notebooks or electronic devices being used for research (laptops, digital notepads, cameras, smart phones).
- Must handle materials with care. It is preferred that patrons handle the materials as little as possible. Materials should not be left open to the same place for any length of time. If necessary, acid-free bookmarks should be used to mark your place. Such materials should be examined on the flat reading tables in Special Collections where there is less chance that an item will fall to the floor accidentally.
- Must use pencils when taking notes. Stray marks from ink pens and highlighters can destroy materials. Pencils are available for patron use.
- May be asked to wear protective gloves. (They will be provided for you if necessary.)
- May request photo reproductions. (Please ask for a request form if you would like a photo reproduction.) However, many materials are too fragile to be photocopied. Materials will not be reproduced if the process would result in irreparable damage. Patrons are encouraged to use digital cameras, digital notepads, or smart phones to take quick images for research purposes. If you do so, you cannot use flash.
- May not publish or put our images online unless you have permission to do so.
- May request digital reproductions. (Please ask for a request form if you would like permission to reproduce an image from our collections.) These requests, if approved, will be submitted to Digital Services. Materials will not be reproduced if the process would result in irreparable damage.
- Must respect the rights of other patrons working in the Reading Room and staff offices. Please leave the Reading Room to take cell phone calls. The Reading Room is a Quiet Zone. Please keep noise levels to a minimum at all times.

\* Special Collections will not be obtained for children unless they are accompanied by an adult who will be held responsible.

*dm 2014*