

Guidelines for Use of Special Collections

These regulations are not intended to be a burden on the researcher, but instead are to be viewed as an instrument by which we hope to protect and preserve our Special Collections and University Archives materials for future generations of researchers.

- All researchers must complete a registration form and provide valid photo identification
- Researchers must sign the Visitor's registration log.
- Researchers are asked to leave all personal property, such as coats, hats, bags, briefcases, backpacks, and books in the designated area of the Reading Room reception area. Food and beverages are not permitted in the Reading Room.
- Researchers may use a laptop but computer cases must be left in the designated area of the Reading Room reception area.
- Please use only pencils to take notes. The use of pens, Post-it notes, metal paper clips, staples, tape and other adhesives and rubber bands is prohibited in the Reading Room.
- Special Collections materials do not circulate.
- Access to the stack areas of Special Collections is restricted to staff only.
- Materials will be paged for researchers and must be used in the Reading Room. Materials will not be paged later than 30 minutes before closing.
- Only one box per researcher is allowed at one time. If a researcher has requested more boxes, these can be brought to the table once the previous item has been returned.
- Researchers are asked to take the utmost care with materials. Failure to comply will be grounds to deny future access
 - Maintain the original order of all manuscript and archival material.
 - Do not inflict stress on the bindings of books or other publications.
 - Do not place objects on top of Special Collections materials.
 - Do not trace, fold, lean on, or otherwise handle materials in any way that may damage them.
- Fragile books are to be used with book cradles. Certain materials may also require the use of cotton gloves. These will be provided.
- Request for duplication of materials will follow the *Special Collections Duplication Policies*, available upon request.
- Photography is allowed, however patrons must complete a *Request to Photograph or Film Collection Materials* form before beginning. Hand-held copiers and scanners of any kind are not permitted.
- Special Collections Staff reserve the right to inspect all materials and personal articles before the researcher leaves the area.