Special Collections Materials User Guidelines

1. Be prepared to provide current photo identification.

2. Special collections materials do not circulate beyond the reading room.

3. Food and/or beverages are prohibited, including water bottles.

4. Pencil only – no ink or pens are allowed.

5. No personal bags, briefcases, purses or backpacks are allowed in the reading room. All personal belongings, including coats and other non-essential items must be stored in a locker.

6. Laptops, mobile phones, and personal devices are allowed. Laptop cases must be stored in lockers.

7. Ensure your hands are clean and dry by washing them prior to your appointment. Special gloves will be provided for handling photographs or other fragile materials.

8. Researchers must secure written permission from Special Collections in order to publish (online or in print), reproduce or reprint materials. Please request the “Permission to Use” form.

9. During a research appointment, only one box is allowed on the table and only one folder may be retrieved at a time.


11. If you notice an item is damaged, notify the reference desk attendant. Please do not attempt to repair anything yourself.

12. Be sure to maintain the original order of items with each folder. If you find a mistake or discrepancy, alert the reference desk. Please do not rearrange materials yourself.

13. Do not flatten bound volumes or rest your hand, arm or any object on any materials. Book cradles and special weights are available if needed.

14. Photos of materials may be taken with a personal camera, but the use of flash is prohibited. Images are for personal research or private study only.

15. Up to 20 pages of materials may be scanned by Special Collection staff at no charge. Subsequent pages are subject to a fee.

16. Researchers must secure written permission from Special Collections in order to publish (online or in print), reproduce, or reprint materials. The researcher assumes all responsibility for conforming to laws of libel and copyright.
I have read, understand, and agree to abide by the guidelines as outlined above.

Name (print): ________________________________________

Signature: ________________________________ Date: _____________

Staff use:

Reviewed photo ID □

Reviewed by: ________________________________

Purpose of visit (i.e. project, course, exhibit, personal research, etc.):

Any additional notes: