

## **Closed Collection Procedure and Policies**

Mainly to protect the special materials in the East Asian Library's collection, the Closed Collection includes folded leaves and leaflets. Books with contents that are not appropriate to be put on the open shelves are also housed in the closed collection. All materials in the Closed Collection are under restricted use for patrons.

1. Materials in the Closed Collection are housed in the designated cabinets located in the East Asian Library office (Room 207, Hillman Library) with special location code (eaclose).
2. The materials in the Closed Collection are circulated by special permission from the bibliographers or the public services librarian. All the materials can be used on-site at the Hillman Library during the business hours of the East Asian Library. When patrons use materials from the Closed Collection inside the Hillman Library, bibliographers or the public service librarian should fill out a special permission form with information about the patron, the material being used by the patron and the time to be returned. The materials must be returned to the bibliographers or the public service librarian or a designated staff in the East Asian Library. Bibliographers and the public service librarian are responsible for re-shelving materials returned by the patron.

11/09/02 SN and HZ  
5/04/04 Rev. AW  
6/14/04 Rev. ACW