

## Criteria for the Use of Rare Books Cage Materials in the Frick Fine Arts Library

The following criteria for handling of rare books will greatly extend the life of materials in our collection.

*In addition to* observing the criteria for the handling of materials in the Library's collection, patrons using materials shelved in our rare books cage are expected to follow these *additional* criteria:

- Materials kept in the cage may only be retrieved by a *full-time* library staff member.
- Materials kept in the cage may only be used in the Library's Reading Room:
  - *If the item is barcoded*, it must be checked out to the patron on a Pitt I.D. or a driver's license. When finished with the item, it must be discharged from the Pitt I.D. card or the driver's license must be returned.
  - *If the item is not barcoded*, the green card in the back of the item must be legibly signed and left with a *full-time* library staff member, along with the Pitt I.D. card or a driver's license. When finished with the item, the I.D. or driver's license will be returned.

When using illuminated manuscripts, facsimiles of illuminated manuscripts, facsimiles of Asian scrolls, or rare original editions:

- Use *gauze gloves* (available in the library office)
- Use a *book support bag* for each item. They are available in different sizes at the Reserves desk.
- These materials may *not* be photocopied.
- For class presentation *within* the Frick Fine Arts Building, please submit a PittCat printout for the item to any full-time library staff member 3-5 days in advance of class for a decision.
- These materials may be taken to a seminar or classroom *in this building* at the discretion of any full-time library staff member.
- If permission is granted, *it is the instructor's responsibility* to see that food and drink are not allowed on the same table as the library materials.

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