

Policies and Procedures for the Use of Special Collections

Owen Library's Special Collections are open to all interested researchers, subject to the regulations outlined below. Procedures derive from these basic concerns: quality of service to researchers; security and preservation of the materials; courtesy to other researchers; and compliance with University and library regulations. Our responsibility for proper care of the unique materials entrusted to us requires us to institute the following safeguards:

1. Prospective users of Special Collections materials must complete a registration form on your first visit to Owen Library. Registration forms establish researcher identity, assist the library staff by defining your research topic, and are valid for one university fiscal year. Signing the registration form signifies that you have read the policies and procedures in this document governing the use of Special Collections.
2. Restricted materials may be consulted only with the permission of the Access Services/Assistant Collection Management Librarian. We appreciate your understanding of the concern we have for the long-term guardianship of these materials.
3. The Special Collections Room is a closed room. Its collections may be used only at the table behind the Circulation Desk. After you make your requests, library staff will retrieve the material. Only 5 items may be retrieved at a given time.
4. Only loose sheets of note paper, note cards, or a laptop computer are permitted on the table. You will be requested to store food or drink, hats, coats, wet weather gear, backpacks, brief cases, purses, camera bags, and totes or sacks in a secured locker. The use of pens is prohibited; pencils may be obtained from library staff.
5. All Special Collections material must be handled carefully. Use only one folder or volume at a time. In handling either photographs or photographic negatives, you must wear gloves provided by library staff. Handle any photographic image by the edges only.
6. Special Collections material may only be accessed Monday through Friday, between 8:00 a.m. and 5:00 p.m., or on Saturday by appointment during Fall and Spring Terms. Material will not be retrieved within 30 minutes of closing.

Duplication of Material

1. Scanning equipment may not be used, although digital cameras are permitted with permission from the Access Services/Assistant Collection Management Librarian on a case-by-case basis. You will be asked to complete and submit a digital camera log.
2. Photocopies of Special Collections material will be provided when there is no risk of damage to the original items. Please do not remove items from the collection for photocopying purposes. Rather you will need to complete a Photocopy Request Form in order for our staff to complete your order. Library staff will perform all photocopying requests at \$.25 per page. Staff will endeavor to provide photocopy orders of 10 pages or less on the same day. Larger photocopy orders will generally be ready within the week. Completed photocopies are kept at the Circulation Desk until you are ready to leave. They can also be mailed to you if you prefer.
3. Researchers who do not pay for services may be denied future service until the charges have been paid. In instances where prepayment is required prior to the duplication of material, no materials will be duplicated until the payment is received.
4. You are responsible for compliance with laws governing copyright. Neither the granting of access to materials nor duplication of materials conveys or implies conveyance of the rights to publish such materials. Permission may be granted upon request for a one-time non-exclusive use of photographs for publication, exhibition, documentary creation or other educational purposes for University-owned items.

Users who do not follow the Owen Library Special Collections policies and procedures may be denied access to the collections.