

## REFERENCE AND MATERIAL USE GUIDELINES

### *Accessing material from Rare Books*

Security of our collections, while providing reasonable access to them, is a major component of our mission.

- **All** personal belongings must be stored in a locker outside the Special Collections Reference and Reading Room. Researchers are provided with a key to their locker.
- All researchers are asked to provide a current, valid photo ID before using our materials.
- Researchers are provided with yellow paper and pencil for taking notes. Researchers may use personal laptops minus any casing.
- Rare Books materials may be used only in the Special Collections Reading Room. Researchers do not have access to the closed stacks.
- More than one item may be requested, but **only one item may be used at a time**.
- Researchers submit the minimum information of a call number to the Special Collections Reference desk staff. Material is delivered to the researcher by staff.
- **Material may be reproduced by Rare Books staff only. Reproduction will be approved on an item by item basis by the Rare Books curator or associate curator.** A minimum of 24 hours may be required to provide reproduction. Reproduction is very damaging to printed material. We strongly discourage reproduction unless absolutely necessary.

For help in planning or executing specific research strategies using Rare Books material, researchers are invited to request assistance from the staff at the Special Collections Reading and Reference Room desk.

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### *Handling material from Rare Books*

Careful use of our collections ensures that they will be available for generations to come.

**Staff provides researchers with the necessary tools to help properly care for material.**

- Patrons must have clean hands. Please wash hands with soap and hot water. Rinse and dry thoroughly. Patrons will be asked to use a baby-wipe product to clean hands before working with rare material. Wipe hands thoroughly front and back, paying particular attention to fingertips. Repeat. Shake thoroughly dry.
- **Book cradles** Staff positions material on cradles, or other supports, if necessary, to protect the structural integrity of the item.
- **Leaded beads** Carefully draped beads over open material may help researchers read without pressing on the item.
- Open material from the center, working backward and forward as needed.
- Gently turn one page at a time.
- Leave material flat or as positioned by staff. Please do not pick up or hold material.
- Do not alter, deface, trace, or lean on material.
- #2 pencils, yellow sheets of paper, provided by staff, and laptops without housings may be used
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**If a researcher fails to exercise good judgment in the use of material, staff is authorized to take necessary actions, including refusing further use of material. Failure to follow the handling procedures determined and explained by staff may result in the loss of research privileges.**