Procedures and Rules for Users of RBSC

Materials in the Rare Books and Special Collections (RBSC) Department are housed in closed stacks and must be requested by readers. The following rules apply to their use:

1. It is highly recommended that readers wishing to use these materials make an appointment with library staff several days in advance of the anticipated visit. Due to staffing limitations, the library cannot guarantee access without prior notice. No materials will be paged less than 30 minutes before closing.

2. Readers must sign the log book for each visit. Readers must also register by filling out this form (Procedures and Rules for Users) for each calendar year in which they plan to use RBSC materials.

3. Each RBSC title must be requested on a pink Rare Books Request slip. At the time materials are received the reader will need to furnish a government-issued photo ID indicating current address, such as driver’s license, or passport.

4. Only RBSC staff may have access to or retrieve material from closed stacks.

5. RBSC materials may be used only in the RBSC reading room (Room 214) under the supervision of library staff.

6. When using RBSC materials, nothing other than single sheets of paper, pencils or a laptop computer may be brought to the reading table. All other materials including coats, briefcases, umbrellas, and notebooks must be left outside the department or in the limited locker space provided. No food, liquids, chewing gum etc. may be brought into the reading room.

7. The Library reserves the right to inspect readers’ briefcases and other containers before and after use of materials.

8. When using RBSC material, readers will take notes in pencil only. No place markers shall be put in books. Readers will exercise care of materials and abide by handling instructions received from RBSC staff. Damage or unopened pages will be reported to staff. Photocopying of RBSC materials is prohibited.

I have read and understand the regulations and procedures governing use of material in Mullen Library’s Rare Books and Special Collections department, and I agree to abide by them.

Name (Printed)______________________________    Signature ________________________________
Address____________________________________________________________________________
Phone_______________________________  Email address ____________________________________
Institutional Affiliation__________________________________  Date_________________
=====================================================================

Staff Use Only
Identification Type____________________  I.D. number __________________ Staff initials____

Note to Staff: Affix I.D. to RBSC request form and hold while material is in use!