

LIBRARIAN USE:

Title: _____ Call #: _____

Date _____ Time delivered: _____ Time returned: _____

**Slippery Rock University Special Collections
MATERIALS USAGE POLICY**

The Special Collections division of Bailey Library collects material that requires special handling because of rarity, age, historical value, monetary value, delicate condition, author's connection to the University and/or unusual format. Please see the *Slippery Rock University Special Collections: Collection Overview* for a full description.

Special Collections is housed in room C-202 on the second floor of Bailey Library. Material from Special Collections is available when a librarian is available for assistance: Monday - Thursday 9 a.m. - 9 p.m., Friday 9 a.m. - 4 p.m., and Sunday from 1 - 9 p.m. The holdings are included in the library catalog.

The use of Special Collections materials is freely granted to all responsible researchers subject to the following rules:

1. Researchers must register with the reference librarian on duty on the first floor. A photo ID is required as proof of identity.
2. All materials must be returned to the reference librarian fifteen minutes before the reference desk closes (by 8:45 p.m. Sunday – Thursday and by 3:45 Friday).
3. Special Collections materials may be used *only* in the library and under staff supervision. Material is generally used in the Reference area on the first floor. The librarian may designate another location depending on the availability of staff.
4. The Special Collections stacks may be browsed only in the company of a library staff member. Requested items will be pulled by library staff.
5. Special Collections materials must be handled with care. Books must not be marked, propped open, or mishandled in any way.
6. Food and drink must be kept away from Special Collections materials. Ink pens may not be used when taking notes from the materials.
7. Photocopying of materials will be done by library staff only, and only if the condition of the material allows.
8. For the protection of the collection, the library reserves the right to restrict the use of any Special Collections materials at the discretion of the Director of Library Services.

PATRON USE: I understand these guidelines and agree to abide by them.

Name Signature Date