

REGULATIONS GOVERNING USE OF RARE MATERIALS

1. Researchers must complete and sign a Research Application Form once each academic year (July 1 - June 30) and must provide acceptable identification (driver's license or photographic I.D.). Researchers are requested to sign the register once daily during every research visit.
2. All Rare Book and Manuscript materials are housed in closed stacks. Researchers may request particular items by submitting the appropriate call slips to the reference desk attendant; a staff member will bring the material to the research area.
3. **All purses, coats, briefcases, backpacks, books, papers and other personal belongings are to be deposited in lockers.** Only pencils may be taken into the Reading Room. Paper will be provided. The department reserves the right to inspect all research materials and personal articles before a patron leaves the Reading Room.
4. Personal computers, typewriters, and tape recorders may be used in the Reading Room provided that such use does not disturb other researchers. Permission must be obtained from the desk attendant.
5. **Use only pencil when using rare books, maps, manuscripts, or other materials. Under no circumstances may pens be used in the Reading Room.**
6. Only one volume or manuscript box per researcher allowed on the table at one time.
7. *All materials must be consulted in the research area only and may not be taken from the Reading Room.*
8. The researcher must accept responsibility of handling carefully all materials made available. Manuscripts and books may not be leaned on, written on, folded, traced over or handled in any way that may damage them. For certain materials it may be necessary to wear gloves to be supplied by the library.
9. Manuscripts and archival materials are to be maintained in the order in which they are received by the researcher. If any materials is discovered to be out of order, please notify the staff member on duty. Do not rearrange papers.
10. If it is necessary to leave the Reading Room temporarily, arrange with the attendant on duty either to reserve the materials for your return or leave the materials on your table. Replace all materials having containers into their proper place, close all containers and volumes, and notify the attendant immediately upon your return to resume use of the materials.
11. Return all materials to the staff member on duty before leaving the room for the day or for an extended period, and request the reservation of material to be used again in the immediate future.
12. Submit for inspection any papers, books, typewriter cases, personal computers, or other personal property before removing it from the Reading Room.
13. The Hargrett Library will consider requests for limited reproduction of material when such duplication can be done without injury to the material and when duplication does not violate donor agreements or copyright laws. Photocopies are processed Monday through Friday and may be picked up in Copy Services. Please allow 24 hours for staff to process your order.
14. **Anyone wishing to publish or quote from our collection must secure written permission from the head of the Hargrett Library. The researcher is solely responsible for acquiring permission from the holder of copyright.**