

Mann Library Special Collections Viewing Policies

Rare or fragile materials are kept under restricted access at Mann Library. To view these items, patrons should contact Mann staff in advance with requests or come to the Circulation Desk. They will be asked to fill out a registration form and an item request slip. *Materials from Special Collections may be used from 10am- 3pm Monday through Thursday, and 10am - noon on Fridays, and by appointment.*

- Viewing of materials is done in the Special Collections viewing area in the Mann Administration office, 2nd floor, under the supervision of a staff member, during regular office hours and is subject to electronic surveillance.
- Each patron is required to show a photo ID to Library staff before using materials from Special Collections. The ID will be held by Library Staff until the item is returned.
- Only five special collection items will be made available at one time.
- All materials must be handled with special care. Hands must be washed and dried. Book supports are to be used with books. Brittle pages should be turned carefully to avoid tearing or breaking.
- Only pencils and paper may be used in the designated area; pen may not. A laptop may be used; carrying cases, covers, etc. must stay outside the area. Book bags, briefcases, backpacks, purses, coats, umbrellas, etc., are to be left outside the reading area with Library Staff.
- No eating or drinking allowed while using the materials.
- Digital photographs (without flash) are allowed and patrons may bring cameras to photograph items themselves.
- High resolution digital scans can be made by library staff in advance for a fee. Scans are typically \$5 per image*. Burning these images to a CD is an extra \$1 on average.
- All copies provided are for research purposes only and may not be transferred or reproduced. Publication from holdings in Special Collections is contingent upon first obtaining the legally required permissions.

- We cannot guarantee that scans or photocopies will be made immediately upon request. Patrons may be asked to return to Mann at a later point to pick up copies.

*Please note that required staff time and overall condition of an item can have an effect on the price of scans and copies.