

# **LAFAYETTE COLLEGE**

## **Libraries and Information Technology Services**

### *Special Collections and College Archives*

#### **Reading Room Policies and Procedures**

##### **General Rules:**

1. Special Collections materials do not circulate and must be used in the Reading Room.
2. The Reading Room is reserved for researchers using Special Collections materials.
3. Food, drink, music, and cell phone use are not permitted in the Reading Room.
4. Researchers must complete and sign a registration form and show valid photo identification.
5. Briefcases, backpacks, tote bags, laptop cases, coats, and hats are not permitted in the reading area. Lockers and a coat rack are provided for researcher's use.
6. Use pencil or laptop for taking notes. Ink is strictly prohibited to avoid damage to materials.
7. Items must remain on table at all times. No leaning, folding, tracing, or writing on materials.
8. Maintain the existing arrangement of materials in folders.
9. Digital photos are permitted with permission of staff member.
10. Photocopying is done by staff if condition of materials permits.
11. Materials should be cited as follows: Special Collections and College Archives, Skillman Library, Lafayette College.
12. Publication from Special Collections materials requires permission from the repository.

##### **Registration:**

All researchers must sign in the Reading Room Log Book and show valid photo ID.

On-campus researchers must produce their college ID and fill in their L number. If college ID is not available and L number is not known, phone number and campus address must be provided in Log Book.

In addition to signing the Reading Room Log Book, off-campus researchers must fill out a Research Registration form.

Researchers must place all briefcases, backpacks, tote bags, laptop cases, coats, and hats in the locker area. Only laptops, pencils, notepaper, and small purses are permitted in the Reading Room.

##### **Paging Materials:**

Staff will fill out call slips for materials. Researchers must sign call slips when materials are brought to them.

Staff will give researchers one box at a time when possible. Additional materials should remain on a truck or on the shelves near the Reading Room desk. Researchers may be given multiple books or folders at the discretion of the staff.

Staff should not leave materials unattended in the Reading Room if possible. If there is more than one researcher in the Reading Room at a time, staff should call another department member for assistance.

When paging books, staff will place the yellow call slip on the shelf to mark where the book was removed, keep the white copy at the Reference Desk, and give the pink copy to the researcher. Returned books should be placed on the shelving station. Student assistants will file the white call slip on the reference desk by researcher's name. Student assistants will reshelve the book and file the yellow call slip on the shelf by call number.

When paging manuscripts or other collections, staff will keep the white and yellow call slips at the Reference Desk and give the pink copy to the researcher. After the researcher returns the materials, student assistants will file the white call slip chronologically and the yellow call slip by the researcher's name.

**March, 2009**