

Hervey Family Rare Book Room Protocol

1. The following items are strictly prohibited in the Rare Book Room (RBR): tobacco, food, beverages, electronic scanners, notebooks or folders of any kind, stick-on notes, ink pens, or highlighters.
2. To request any rare book materials, patron must:
 - a. Make an appointment with Special Collections manager.
 - b. Present proper identification (library card, driver's license)
3. When using rare book materials, all personal belongings, except those necessary for research (such as single sheets of paper, pencils, cell phones, and laptop computers), must be placed at the Rare Book Room (RBR) reference desk. This includes coats, backpacks, three-ring binders, spiral bound notebooks, and laptop cases. Legal pads and laptop cases will also need to be placed at Reference desk.
4. Gloves are not required. Arrive with clean hands, washed with only soap and water. Lotions are to be avoided before handling materials as they contain harmful residues.
5. Special Collections materials do not circulate.
6. Photography is allowed; however, the Librarian reserves the right to limit this activity dependent upon the stability of the material. The use of cell phones (other than for photography) is prohibited.
7. Personal copiers and scanners are not allowed.
8. Researchers can view one book at a time.
9. Researchers can use one box and one folder from the box at a time. Please take care to keep the documents in the file in the order in which you found them.
10. RBR materials are to be viewed on the table in front of reference desk. Book pillows and book weights will be provided by the Library staff. Books should be supported as evenly as possible to prevent strain on the bindings. Do not rest books on the edge of the table, prop them up against other books, hold them up off the table by the corners of the boards, or place in your lap.
11. Do not mark, fold, or stress paper or bindings in inappropriate ways. Do not use rare materials as a writing surface.
12. If bookmarks are needed, the Library will provide acid-free paper. Please do not use your own paper, paperclips, rubber bands, Post-It Notes, etc., on rare materials.
13. Rare materials cannot leave the RBR. If you need to leave the RBR for any reason, rare materials must be given to Library staff.
14. Please bring damaged materials, missing plates, etc., to the attention of the Library staff.
15. Return all materials to the Library staff at the Reference Desk when you are finished.
16. Access to any book in the RBR is dependent upon condition of the item and the Librarian reserves the right to limit access on that basis.