

Texas Woman's University

Library Policy Manual

Policy Name:	Special Collections Room Usage Policy
Policy Number:	N/A
Next Review TWU:	N/A
Last Library Review:	June 2018
Next Library Review:	June 2019

Purpose

To establish guidelines for using/reserving the Catherine Merchant Reading Room and Special Collections Instruction Room in the Blagg-Huey Library of Texas Woman's University. This policy covers only these spaces.

Definitions: For the purpose of this policy

Catherine Merchant Reading Room- a small open research area located inside of Special Collections and monitored by staff to safeguard Special Collections materials.

Instruction Room- the area inside of Special Collections used for instruction, donor meetings, and programming

Library Guidelines:

Catherine Merchant Reading Room

1. The Catherine Merchant Reading Room is reserved for those using special collections and University archival materials. These materials do not circulate because of their rarity, fragility, value, intrinsic historical significance, unusual format, and confidential and sensitive content.
2. The Reading Room is open Monday – Friday from 8:00am to 5:00pm. It is not available for general study.
3. Users must register by signing in and out at the Reception desk. By signing the Guest Register, users are acknowledging that they have agreed to the Special Collections [Access, Usage, and Handling Policies](#) (see separate policy). Notify staff when you leave.
4. Materials cannot be removed from the Reading Room and are used at the designated tables.
5. Only materials needed for research may be brought into the Reading Room such as a notebook, note cards, pencil, and laptop computer.
6. Cell phones are not permitted; if a call needs to be made, users must go to the reception area.
7. All personal items (books, notebooks, purses, coats, backpacks, bags, laptop cases, knapsacks, packages, briefcases, portfolios, hats, umbrellas) and other possessions that are not essential to your work should be placed in the lockers in the reception area. Large items may be placed in the Processing Room. All items must be retrieved by 5:00 pm.
8. The Reading Room is a silent study area. Conversation should be moved outside of the Reading Room.
9. Food, drink (including covered beverages), and chewing gum are not permitted.
10. Because personal scanning devices are not allowed in the Reading Room, users needing to scan or copy should consult with staff. If materials are in a condition to be scanned staff will do the task.

11. For security purposes, Special Collections staff reserve the right to review any materials brought into or out of the Reading Room.
12. Staff will instruct users on the proper use and handling of materials.
13. In accordance with TWU Regulation V.02.06 (3.14) and the Americans with Disabilities Act (ADA), service animals are allowed in all Special Collections spaces.
14. The Reading Room is reserved by the Special Collections staff.

Instruction Room

1. Priority booking of the Instruction Room is given to Special Collections staff for the purpose of instruction, programming, events, and for users who need access to vault materials.
2. Use of the Instruction Room is booked through the Microsoft Outlook calendar and approved by the Administrative Office staff. It is only available when the Blagg-Huey Library is open.
3. The room can be used for training, meetings, programs, activities, and general educational purposes.
4. Food and drink (including covered drinks) are not allowed, unless authorized for special events.
5. If the event is cancelled, notify the Library Administrative Office as soon as possible: 940-898-3746.
6. Patrons needing scanning and copying services for Special Collections materials should consult with staff. The only self-service materials located in the Instruction Room are yearbooks.
7. The event organizer is responsible for the room, food, activities, equipment, and furnishings while occupied.
8. Upon departure, the room must be clear of food, drink, and trash; the tables and surfaces must be wiped clean and the room must be returned to the condition it was in prior to the event.
9. Technology is available in the room but its use must be requested when the reservation is made.
10. This is a quiet study space so noise should be kept to a minimum so that library users are not disturbed while working.
11. Decorating is not permitted and nothing can be affixed to the walls or windows.
12. Event organizers and delivery personnel can only enter the building during regular library hours.
13. The Library is not responsible for any items left in the room.
14. The event organizer will be responsible for any repairs or replacements needed as a result of the group's meeting.
15. Non-compliance in following these procedures will result in denied use of the room by the organization in the future.

Review:

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.

Approved by Library Administrative Team 08-01-2018