

Texas Woman's University

Library Policy Manual

Policy Name:	Special Collections & University Archives Patron Policy
Last Library Review:	November 2022
Next Library Review:	November 2023

Purpose: The purpose of this policy is to provide patrons using TWU Libraries' Special Collections and University Archives with information about the policies for accessing, using, and handling special collections materials.

Note: Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.

Definitions: For the purpose of this policy

Catherine Merchant Reading Room – a small research area located inside of Special Collections and monitored by staff to safeguard Special Collections materials. Also referred to as the Reading Room.

Patrons, Users, Researchers - those who use the Special Collections Area of the Library.

Policy:

Many of the Special Collections materials are rare, fragile, and/or unique. Because of the attention needed to preserve these materials, staff and patrons are required to use care when handling Special Collections items. This will help to ensure their availability to future researchers. When working with Special Collections and University Archival materials, researchers are required to use the items in the Catherine Merchant Reading Room. This room is not open for general study, and food and drink are prohibited near any of the Special Collections items. Materials are available during regular business hours. Although walk-in users are welcome, it is strongly advised that researchers make an appointment in advance so that the materials needed are available for use. Some collections may be closed or unavailable at various times.

Users of Special Collections and University Archival materials must abide by specific guidelines and will be asked to sign an agreement outlining these guidelines before gaining access to any items. If users are unable to sign the agreement, they will not be allowed to use any of the Library's Special Collections. All users must register when they arrive and depart the area.

If the use of certain manuscripts and archives are prohibited by law, the patron must comply. The researcher assumes full responsibility for conforming to the laws of libel and literacy property rights while using Special Collections materials. Library staff reserves the right to review any materials brought into the Reading Room.

Review:

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