

Reading Room Policy Governing Use of Materials

Special Collections –

University of Arizona Libraries

The Special Collections Reading Room is open to researchers during regular hours as posted, and follows the general schedule of the University calendar. Reading privileges in this room are granted subject to the following policies. Researchers may be barred from future use of the room for violating these policies.

- All coats, briefcases, backpacks, handbags, and personal property not essential to research are to be left in lockers provided outside the reading room.
- Food, beverages, and smoking are not allowed.
- All materials are to be handled with great care. Materials are not to be leaned upon, written upon, marked, altered, or otherwise mishandled. Materials will remain in the original order in folders and boxes.
- Only pencils or computers may be used to transcribe notes.
- Customers may not photocopy, photograph, or scan material from Special Collections with their own equipment or the Library's.
- Permission to examine materials does not imply permission to publish or quote. It is the researcher's responsibility to obtain authorization to publish or quote from the appropriate source.
- Special Collections reserves the right to deny access to any material that is fragile, not yet processed, or which is restricted at the wish of the donor.
- Theft or mutilation of materials is a crime that will be prosecuted.
- All photocopying is subject to condition of materials or donor restriction. Researchers may be required to use printed copies, microforms, or other facsimile reproductions.
- All appearances of Special Collections material must be cited:

Special Collections

University of Arizona Library

Name of the collection

Location of the item by box and folder, or other unique identification information

Example:

Special Collections

University of Arizona Library

Morris Udall Papers

Box 1, folder 7, minutes of board meeting

Revised Sept. 2006