



## **SPECIAL COLLECTIONS & ARCHIVES SPACE USAGE POLICY**

### **Reading Room**

The purpose of the Special Collections and Archives Reading Room is to provide a secure space in which library users can work with the materials housed in the department. Any library user is welcome to work with the materials, but only those doing so are permitted in the Reading Room.

Because these materials do not circulate and are subject to special care and handling, Special Collections and Archives users must complete and comply with a patron registration form which details policies and procedures for use of the materials. The Reading Room is open for research Monday through Friday 8:30am-6:00pm.

### **Gallery**

The Gallery space on the 8th floor of Library South contains exhibits which are on view during Special Collections and Archives' public service hours, Monday through Friday 8:30am-6:00pm. This space is for the use of visitors to and guests of Special Collections and Archives and its staff and is not a study or gathering area.

### **Colloquium Room**

For information on use of the Colloquium Room, please refer to the Colloquium Room Reservation Guidelines.

*Developed by Special Collections Faculty. Approved by Library Administrative Council 05/12/15. Revised and approved by Library Administrative Council 6/19/18*