



L.E. Phillips Memorial
Public Library

Number: 7
Category: Library Services

Policy Title: SPECIAL COLLECTIONS
Date adopted: 11/17/77
Date amended: 09/17/09; 06/20/13; 06/16/16; 05/21/20
Date last reviewed: 05/21/20

Special collections materials at the L.E. Phillips Memorial Public Library are irreplaceable and their continued existence depends on the care that is given them. Access is granted to all searchers subject to the following rules:

1. Special collections materials may only be checked out of the library, with approval from the Reference Services Manager.
2. Reference Services staff can deny access to special collections materials if there is cause to believe the safety and wellbeing of the artifact's condition is at risk.
3. Special collections materials must be requested from Reference Services staff.
4. Beverage use is not permitted when using Special Collection materials.
5. Materials must be handled with care; they must not be leaned upon, marked, folded, traced over, or otherwise handled in any way likely to cause damage. A staff member will demonstrate the proper technique for handling materials if requested.
6. Any damage to materials will be assessed to the searcher. The Library requires that acknowledgment be made of all special collections materials if the information used is published.
7. Chronic or serious violation of any library rule may result in suspension of the right of access to special collections materials.
8. The searcher must replace all materials in their original order in the folders or boxes, and return them to Reference Services staff before leaving.
9. The use of certain materials may be restricted by statute, by the office of origin, by the donors, or by the library. The searcher must comply with the terms of any restriction placed on materials.

10. The searcher assumes full responsibility for conforming to the laws of libel and literary property rights which may be involved in the use of materials.