

MONMOUTH UNIVERSITY LIBRARY SPECIAL COLLECTIONS USE POLICY

The purpose of Monmouth University Library Special Collections is to provide controlled access and maximum protection for the University's rare materials, thus preserving them and making them available for research, both now and in the future. Materials present in Special Collections are non-circulating but available to use by all students, faculty, staff, and the general public by way of visitation to the Special Collections Reading Room, which is located on the 2nd floor of Monmouth University Library.

GENERAL GUIDELINES

- All materials in the Special Collections Room must be handled with respect and care.
- All materials are to be used only within the physical space of the Special Collections Reading Room.
- Food, drinks (even drinks with lids), gum, or smoking are NEVER allowed in the Special Collections Room.
- Researchers cannot work unattended (Special Collections faculty or staff must be present).
- Personal items (bags, purses, briefcases, hats, jackets, etc.) must be stored away from book collections. Never drop or place any physical object on the collection materials.
- Only pencils are allowed in the reading room. No pens, highlighters, white out, or post-it notes are allowed.
- Devices such as laptops, tablets, cameras, and cell phones (silenced) are allowed.
- Research photos may be taken without a flash. No personal scanners, tripods, or lights. Please refrain from standing on stools or ladders.
- Special Collections materials are only to be used on designated tables within the Special Collections room.
- Special Collections Room doors must remain locked at all times.

CARE AND HANDLING

- Researchers need not wear gloves when using the collection, but must always wash their hands before handling any book or object.
- Researchers should never remove a book from a shelf by pulling directly on the top of its spine.
- Always keep all materials flat and completely on research tables.
- Do not lean on any materials while performing research.
- Do not place anything under or on top of any collection items.
- Do not write on anything on top of any collection items.
- Never add or erase marks in any book or object.
- Point with your finger, and never with your pencil.
- Use a book cradle for all books; book weights can help hold down pages.

PHOTOCOPIES AND REPRODUCTIONS

All materials receive damage when photocopied. Therefore, medieval manuscript leaves and books produced prior to 1800 are never photocopied. Other materials that are too physically fragile to withstand photocopying are also subject to restrictions. Please check with Special Collections staff if you have concerns.

Patrons who wish to obtain photocopies of materials must do so with the help of a Special Collections associate. Photocopies are intended for personal research only and cannot be published (in print or online) without the written consent of the appropriate copyright holder.

PERSONAL DIGITAL CAMERAS (CELL PHONES)

Patrons are allowed to use personal digital cameras (without prior permission) to take their own photographs of books and ephemerals, but images must be intended only for personal research, and must not be taken with a camera flash. Images cannot be published without written consent of the appropriate copyright holders (chiefly, The Lewis Mumford Estate). The Lewis Mumford Estate also strictly prohibits the digital posting of any Mumford-related images (photographs, drawings, artworks, or books, due to copyright infringement).

AUDIO AND VIDEO RECORDINGS

Patrons interested in making audio or video recordings of materials held by Special Collections should contact the Special Collections staff well in advance.