

Rules of the Rare Books Room

*The Rare Books Room serves as the reading room for Creighton's University Archives, Rare Books and Special Collections department. **Researchers must agree to abide by the Rules of the Rare Books Room by signing this document in order to access collections.** Please understand that these rules are designed to protect the archival, rare books and special collections entrusted to us, so your compliance helps us care for these materials. Violations of the rules may result in denial of access to collections and/or dismissal from the Rare Books Room.*

1. Food (including gum and candy), beverages and other materials that could damage collections items are not allowed in the Rare Books Room.
2. Personal items (e.g., coats, purses, backpacks, briefcases, bags, etc.) shall be left with Rare Books Room staff at the front desk. Staff reserve the right to check personal items before patron leaves Rare Books Room.
3. The only writing utensils allowed at the research table are wood pencils. NO pens, markers, mechanical pencils, etc., are allowed.
 - a. Laptops or similar devices may be used, if staff approves, for taking notes only. They may NOT be used to make digital surrogates (i.e., digital copies or images) of the materials being used for research. Staff has the right to refuse use of such items in the Rare Books Room. (See #17 below.)
 - b. The Rare Books Room has pencils you may borrow.
4. Cell phones and similar personal devices must remain with personal items (#2, above) or otherwise out of sight, unless authorized by staff. Cell phones should be set to silent or turned off when in the Rare Books Room. Cell phone conversations are not permitted in the Rare Books Room, unless authorized by staff.
5. Visitors to the Rare Books Room shall sign the guest registry, located at the front desk.
6. Individuals wishing to research or otherwise work with archival, rare books and special collections must sign a *Rules of the Rare Books Room* form as a condition of access to collections. Staff may request photo identification, and may make a digital copy of the identification to be kept with the signed form. *Please be advised that photo identification may be required for certain collections.*
7. Individuals wishing to research or otherwise work with archival, rare books or special collections must schedule an appointment. Appointments are subject to staff availability. Staff may not be able to accommodate requests made in person.
8. Individuals wishing to research or otherwise work with archival, rare books or special collections must request access prior to visiting the Rare Books Room.
 - a. The request must be made in writing, which includes email.
 - b. Access will not be granted without permission of the University Archivist. Patrons should not expect immediate response, especially if the requested materials are offsite, restricted, and/or require special handling.
 - c. Please be aware that access to certain collections may be at the discretion of other parties. Staff will advise if this is the case, and may request additional information to be relayed to the authorized party.
 - d. Please be aware that certain collections may have additional stipulations about access or use, and that agreement to the additional stipulations may be a condition of access. Thus, failure to agree to or comply with these stipulations will result in denial or loss of access to the collection(s).

- e. The University Archivist may decline access if s/he determines that access threatens the condition or integrity of the collection item(s).
9. Researchers must work with materials at the research table. Chairs are arranged on the side of the table, hereafter the "research side" of the table, facing the front desk so that staff can easily supervise use of the collections. The researcher must work, either seated or from a standing position, from the research side at all times.
10. Staff will determine if gloves are required for handling requested items. The Rare Books Room has white cotton gloves and nitrile gloves available to be borrowed for use in the room.
11. If staff determines that the condition of an item warrants special handling, the patron will adhere to staff instructions for said item.
12. The researcher agrees to handle all items respectfully and gently. Given the fragile nature of some items, it is possible that damage may result even when handled appropriately. If so, the researcher will notify staff immediately, and staff will determine if continued handling of item should be modified or discontinued.
13. When working with document cases:
 - a. A researcher may request up to ten (10) document cases at a time.
 - b. A researcher may only work with one (1) document case at a time, and that document case must remain on the research table where it can be seen easily by staff. The remaining cases must either remain on the cart or at the front desk with staff.
 - c. Only one (1) folder or loose item may be taken out of the document case at a time. The folder/item must remain flat on the research table when out of the document case.
 - d. The researcher should keep the folders/items in the same order in the document case.
 - i. To ensure that the folder/item is returned to the appropriate place in the document case, the researcher will indicate the location with a strip provided by the Rare Books Room.
 - ii. If a folder/item is out of place, please notify staff to correct the problem.
14. When working with folders from document cases:
 - a. A researcher may only work with one (1) folder at a time, and that folder must remain flat on the research table where it can be seen easily by staff. The remaining folders must remain in the document case.
 - b. Only one (1) document or item may be taken out of the folder at a time. The document/item must remain flat on the research table when out of the folder.
 - c. The researcher should keep the documents/items in the same order in the folder. If a folder/item is out of place, please notify staff to correct the problem.
15. When working with bound items:
 - a. Bound items may include, but are not limited to: books, periodicals, theses and dissertations, manuscripts, notebooks, journals, pamphlets, scrapbooks, albums, etc.
 - b. A researcher may request up to ten (10) bound items at a time.
 - c. A researcher may only work with one (1) bound items at a time, and that must remain on the research table where it can be seen easily by staff. The remaining items must either remain on the cart or at the front desk with staff.
 - d. The researcher must keep the bound item on the table. The Rare Books Room may require the researcher to use a book support in some instances.
 - e. Any loose item(s) in the pages of the bound item, whether inserted or that came loose, should remain in place. Please alert staff to any loose item(s) found.
16. If more than one individual is researching together:
 - a. Each may have one (1) document case or bound item at his/her designated research location.
 - b. Folders, documents and/or items must remain at the designated research location. The items must not be taken to another researcher's location to show or compare items.
 - c. Documents or items should remain on the table (i.e., not held up for showing or comparison).

- d. Two or more individuals may gather at one designated location, provided:
 - i. Only the document case, bound item, etc., allowed for that designated location is at the designated location.
 - ii. All individuals are seated or standing on the research side of the table.
 - iii. All materials remain easily viewed and supervised by staff at all times.
- 17. Copies, including digital or physical, are not permitted unless previously authorized by staff.
 - a. The University Archivist may determine the format of the copy or copies, depending on the condition of the item, the nature of the content, restrictions attached to a collection, etc.
 - b. The University Archivist may deny the request for copy or copies, depending on the condition of the item, the nature of content, restrictions attached to a collection, etc.
 - c. Certain collections may require written requests for copy or copies; and some collections may require requests to be submitted on a provided form. The University Archivist may advise the requesting party of the requirements, where appropriate. The University Archivist will not consider requests that do not follow the stipulated requirements.
 - d. Please be advised that some requests may require consultation with other parties (e.g., a person stipulated in a Deed of Gift, legal counsel, etc.), so decisions on requests may occur a day or more later than the date the request was made.
- 18. Use of research materials for public or personal use is prohibited unless and until permission is granted by the University Archivist or an authorized representative of Creighton University.
 - a. Requests for use should be made in writing and should include a description of the intended use.
 - b. Decisions granting or denying a request for use may be determined by others parties and/or restrictions specified in the Deed of Gift or other documents.
 - c. The University Archivist reserves the right to request additional information from the requesting party before deciding whether use is permitted or prohibited.

I, the undersigned, have read and agree to abide by the *Rules of the Rare Books Room*.

Name (printed): _____

Address: _____

Telephone: _____

Email: _____

Signature: _____

Date: _____

For staff use only

Copy of photo identification attached (if needed) ___ Yes ___ No

Additional notes, comments, etc.: