Special Collections Guide to Services

**Reading Room Location:** University Library, L254

**Public Service Hours:** By appointment during library public service hours

**Contact Information:** Telephone (209) 664-6538 or Email SpecialCollections@csustan.edu

**Reading Room**
Holdings of the Library’s Special Collections unit are available for consultation by appointment during library public service hours. Researchers of these non-circulating materials are requested to observe special rules that enable the library to preserve the materials, thus ensuring the material’s availability to researchers of the future. Special Collections materials are housed in stack areas that are closed to the public, so all materials must be paged prior to appointment.

1. All researchers must register with the Special Collections unit by reading and signing this form.
2. Materials remain in the Reading Room (L254) and do not circulate.
3. Permission to view Special Collections materials is for research purposes only. This does not include permission to reproduce or disseminate the materials consulted. Permission for any of these uses must be obtained by separate agreement with the Special Collections unit.
4. Over clothes and bags are to be left at Reading Room entrance book shelves. Only paper, pencil, and/or a laptop computer are allowed at Reading Room research tables when Special Collections materials are present.
5. Use of digital cameras is sometimes permitted at the discretion of staff; use of scanners of any kind is not permitted.
6. Duplication of materials is permitted at Special Collections staff discretion, and provided on a fee basis. Duplications are not to be used for any purpose other than for private study, scholarship, or research.
7. Researchers are to use extra care when consulting Special Collections materials. Training in appropriate handling will be provided. No marks of any kind should be made on them, nor should weight be placed on them.
8. For manuscript collections, it is important that the order of the materials be retained. If it appears that something is out of order, researchers should notify a staff member of the situation rather than attempting to revise the order on their own.
9. Food and drink are not permitted in the Reading Room.

**Research Assistance**
For information about the collections, contact Special Collections at SpecialCollections@csustan.edu or (209) 664-6557.

Approved 02/17/2017: LJF