

## Special Collections

### Access and Use Policy

Archives, manuscripts, and rare books are available for research use from Monday through Friday, 9:30 a.m. until 4:00 p.m., with the exception of Emory University holidays. While the Library encourages the broadest possible use of its collections, the nature of these materials requires that we consider applicants on an individual basis.

## Procedures for Requesting Materials

- Researchers must complete and sign an application form once each fiscal year (July 1 - June 30) and must provide acceptable identification (driver's license or photographic I.D. card).
- All manuscripts and archival materials are housed in closed stacks. Readers may request particular items by submitting the appropriate call slips to Special Collections staff. A staff member will bring the material to the researcher. No material will be pulled for researcher use after 3:45 p.m.
- All materials must be consulted in designated areas only and may not be taken to other areas of the Library.
- The Library reserves the right to inspect all research materials and personal articles before a patron leaves the building.

## Handling and Care of Materials

- The researcher must accept the responsibility of handling carefully all materials made available. Manuscripts and archival materials are to be maintained in the order in which they are received by the researcher. If any material is discovered out of order, please notify the Special Collections staff. Do not rearrange papers. Manuscripts and books may not be leaned on, written on, folded, traced over or handled in any way that may damage them.
- Researchers may be limited in the amount of material received at one time, usually no more than one box of manuscripts.
- The use of ink is strictly prohibited.
- No food or beverages are allowed in the Library, and smoking is prohibited.
- All materials must be returned to the Special Collections staff by 4:00 p.m. or before the researcher leaves the Library.
- Mutilation, destruction and theft of Archives and Manuscripts materials are subject to prosecution.

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## Citations

When citing material from manuscript collections in this library, please use the following form: [Identification of the item and the title of the collection], [Identification of the record group or manuscript collection number], Archives and Manuscripts Department, Pitts Theology Library, Emory University.

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