

MARIAN LIBRARY GUIDELINES FOR SPECIAL COLLECTIONS

Revised Aug. 7, 2013



Special collections at the University of Dayton (including rare books and archives) are non-circulating and available for research in the Reading Rooms. Permission to examine special collections will normally be granted to current faculty, staff, students and alumni of the University of Dayton and other qualified researchers for specific purposes. Use of special collection materials is subject to any restrictions that have been placed on a specific collection. Permission to consult does not carry with it permission to publish.

Researchers must read the Guidelines for the Use Special Collections and sign the *Application for Use of Special Collections* prior to gaining access to materials. By doing so, the researcher agrees to the terms and conditions stated.

Reading Room Guidelines

1. Archival material and rare books are to be consulted only in Reading Room and do not circulate.
2. Eating and drinking are not permitted.
3. Pencils only may be used in the Reading Room.
4. Personal cameras may be used without flash.
5. To preserve our collections, materials must be handled with care at all times: do not lean on, write on, fold or handle materials in a way that may damage them.
6. Please remove only one folder from a box at a time. Replace all materials in their original order.
7. Use of special formats or fragile materials may require special handling or additional consultation with the archivist or librarian.

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MARIAN LIBRARY APPLICATION FOR USE OF SPECIAL COLLECTIONS

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Name: _____

Date: _____

Email: _____

Telephone: _____

Institution: _____

Status: Student Faculty/Staff Alumni Public Visiting scholar

I request permission to examine the following materials: _____

Purpose for examining materials: _____

My signature is assurance that I have read the *Guidelines for the Use Special Collections* and that I agree to abide by them.

Signature

date