

# Guidelines, rules and regulations

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## Acquisition/Accessioning Policy

Currently, the library depends mainly on external funding, gifts, transfer, donations and bequest to acquire and purchase rare books, manuscripts and special material. We reserve the right to determine retention, location, cataloging treatment, and other considerations relating to the use or disposition of the material.

Special Collections will not accept items and collections on "deposit" or "loan" or by any other means whereby LAU libraries do not become the owner of the items.

Archives and Special collections abide to "[the Gift acceptance policy](#)" adopted by the board of trustees on March 15 & 16, 2013.

## Selection Criteria of special collections material

- Rarity .
- Monetary value: material worth more than \$ 500.
- Uniqueness.
- Age: material published before 1945.
- Archival nature: non-current recorded material.
- Artifactual characteristics: fine binding or printing, containing unbound plates, valuable maps...).
- Susceptibility to theft or mutilation. (Some materials are susceptible to theft or mutilation due to the controversial nature of their content)
- Fragility: Material whose continued presence in the general collection is likely to result in their destruction.

In order to maintain and improve the quality of the collection, material may be de-accessioned due to:

- Lack of space .
- Duplication: when material is duplicated by another example(s) in better or more desirable condition.
- Irreparable condition: material is so badly damaged or deteriorated as to be of no practical use.
- Removal to more secure or environmentally appropriate location.
- The disposition of material will be in accordance with the relevant donor agreement.

- De-accessioned material may either be offered to the donor or donor's heirs, or when LAU has a legal right to transfer ownership, material will be offered to other more appropriate institutions based on an analysis of that institution's collection policy. Permanent records of all de-accessioned material will be kept in the collection file.

### **Transfer Criteria for Moving General Stacks Material to Special Collections**

The following criteria govern the transfer of general stacks material to Special Collections. If only an item meets one or more of these criteria, it can be routed to Special Collections for review. Special collections staff will evaluate the item and decide on a case-by-case basis whether to transfer the item or return it to the general collection. <http://www.ala.org/acrl/standards/selctransfer>

- Market value.
- Age.
- Physical and intrinsic characteristics.
- Condition.
- Bibliographic and research value.
- All books printed before 1945.
- Autographed books (signed by author, artist) or association copies (personal copies of famous people).

### **Reading Room Rules and Regulations**

- All patrons must have a current Researcher Registration form on file with Archives and Special Collections. Registration form must be renewed each year. A current photo ID (LAU ID, School ID) must be presented with the registration form. Registration is for usage statistical tracking purposes. The form should be filled out during the researcher's first visit. (See registration form).
- All patrons must sign in at the Archives desk upon entering the reading room. You will be asked to provide a photo ID on each visit. Your ID will be returned once all archival material has been returned.
- Personal Belongings: Personal effects such as outerwear, bags, backpacks, purses, and briefcases will be held in the processing area of the UA&SC while the researcher uses material from the collections.
- Food and Drink: Food and drink are not permitted in the UA&SC.
- Note-taking: Researchers may take notes on an electronic device or on paper using pencils supplied by UA&SC staff. Ink and highlighters are prohibited.
- Print material must be used at a table near Archives desk.

- The dept. may require researchers to use access copies of records in place of originals whose physical condition or format makes them unusable.
- Patrons should understand copyright and citation forms for archival material if the material is used or referenced in papers, reports, or other non-personal material.
- Special permission from Archives staff is required for use of cameras, tape recorders, and all copying devices.
- Staff members will retrieve all archival material from the stacks. Researchers will request material using the Material Request Form.
- The library reserves the right to make decisions about what material can be duplicated, photocopied, photographed, digitally reproduced, microfilmed, or otherwise duplicated based on the condition of material, access restrictions, and copyright restrictions. Photocopies are not to be used for any purpose other than private study, scholarship and research. If requesting copies, researchers are asked to fill out a Request for Reproduction Form.
- Permission to conduct research with Special Collection's archival collection material entails an obligation that a researcher complete and return a "Notification of Intent to Quote or Publish form" before publishing archival material. Publish means presentation in whole or in part in seminar or term papers, theses or dissertations, journal articles, monographs, books, digital forms, photographs, images, films, videos, dramatic presentations, transcriptions, or any other form prepared for a limited or general public.
- Published and/or broadcast work created using Special Collections material must include a citation. Sample citation: [Name of the Collection], University Archives and Special Collections, LAU Libraries.

### Handling of material

- Researchers are required to wear gloves while handling photographs or negatives, because the oil on skin can adhere to the surface of the photograph or negative. You may also be asked to use gloves if you are handling leather, metallic objects, wood, glass, and textiles, or leather books that are starting to deteriorate.
- Wearing gloves protect the Archives and your health.
- Be sure your hands are clean and dry.
- Do not mark, write on, or alter the material in any way.
- Keep the spine of books on the tabletop and do not turn them over with the pages down.
- Books require support at all times. Always use two hands to pick up a book and avoid placing strain on the hinges or joints.

- Boards (or covers) of a book should not be bent back beyond the natural opening of the book to prevent damage to the joints.
- Do not lean, rest your hands, or write on top of the pages, illuminations or handwriting.
- Do not lick your finger or use an eraser to turn a page.
- Use only the paper markers provided to mark your place.
- Do not use any fasteners, such as paper clips or staples in a book.
- Do not attempt to mend pages with any type of pressure sensitive tape.
- Do not turn down the corners of the pages.
- When using manuscripts, please maintain the exact order and arrangement of pages within folders and boxes.
- Use great care when handling all materials, as they are rare or unique, delicate, and easily subject to permanent damage.

### Reproducing/photocopying Special Collections Material

LAU provides copies of material to facilitate private study, scholarship, and research.

You are welcome to use material in our collections that are in the [public domain](#) and to make [fair use](#) of copyrighted material as defined by the [Copyright Law](#) of the United States of America and Related Laws Contained in Title 17 of the *United States Code*.

- Researchers may request photocopies and digital reproductions of material from the collections as long as the photocopies and digital reproductions will be used exclusively for private study, scholarship, or research purposes.
- Researchers will make the copies if the LAU Librarian or staff agrees that the material can withstand copying and are not restricted from copying for legal or policy reasons.
- Photocopies and digital reproductions may not be published, further reproduced, or transferred to any other person or institution, without the written permission from the copyright owner(s), LAU Librarian or staff, and/or University Librarian.
- Each item to be copied must be approved by Special Collections staff. A maximum of 20 pages per volume is permitted. Fragile or tightly bound items may not be copied.
- Digital and conventional cameras may be used in the reading room with the approval of Special Collections staff.
- All photocopies and digital images must be made by the department staff.

**Deposit of copies (photocopies, photographs, digital files, etc.) in another repository is prohibited.**