

Guidelines for the Use of Special Collections & Archives

Special collections at Trinity University's Coates Library (including rare books and archives) are non-circulating and available for research in the Reading Room. Permission to examine materials will normally be granted to current faculty, staff, students, and alumni of Trinity University 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 these guidelines and sign the Application for Use of Special Collections & Archives prior to gaining access to materials. By doing so, the researcher agrees to the terms and conditions stated below.

READING ROOM GUIDELINES

1. Each researcher is required to complete and sign the registration form.
2. Archival material and rare books are to be consulted only in the Reading Room and do not circulate.
3. Coats, backpacks, purses, or any bags must be stored in the coat closet or lobby during your visit. Researchers may bring laptop computers into the Reading Room.
4. Eating and drinking are not permitted.
5. Only lead pencils may be used in the Reading Room.
6. Personal cameras may be used without flash
7. Personal scanners of any kind may not be used.
8. 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. Tracing is not permitted.

9. Please remove only one folder from a box at a time and replace all materials in their original order.
10. Use of special formats or fragile materials may require special handling or additional consultation with the archivist or librarian.
11. Requests for scans should be presented to appropriate library staff.

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We hope that the time you spend in the library will be both productive and pleasant. If you have any questions, please do not hesitate to ask for assistance.