

Reading Room Procedures

This facility is open to students, staff, faculty, and the general public. In order to provide you with quality service, we have established the following procedures:

1. Please complete a Reading Room Registration Form on your first visit to the collection in any given academic year. Please sign the guest register each time you enter the Reading Room.
2. Materials in the Southwest Collection/Special Collections Library do not circulate and must be used only in the Reading Room. All materials are requested by completing a Materials Request Form, using one slip for **each item** requested. A staff member will retrieve the item(s) for you.
 - The time needed to retrieve items may vary, depending on the type of material.
 - Materials will not be pulled during the last thirty minutes of operation hours.
 - Please request materials several days prior to your appointment time. This allows reference staff to have the materials ready for your visit.
 - The telephone number for the reference Desk is (806) 742-9070.
3. Laptops are allowed in the Reading Room. Please leave the carrying case in a locker. If your laptop has video capability, we are relying on you not to use it. We recommend that you not leave laptops unattended. Please silence your devices.
4. Please keep conversation in the Reading Room to a minimum.
5. Cameras are allowed in the Reading Room under certain circumstances. Please ask a staff member for information regarding camera use, and a Camera Use Form. Cell phones with camera capability will be allowed into the Reading Room with the understanding that they will be used as a camera and not a communications device. Only **5% of any given folder may be duplicated** and photo descriptions must be recorded on the Camera Use Form.
6. Loose sheets of notes may be allowed and will be stamped with the Southwest Collection's identification stamp. Items not allowed in the Reading Room include, but are not limited to, the following:
 - Sound or image capturing devices (other than cell phones): scanners, tape, or digital recorders
 - Food or beverages of any kind, including chewing gum
 - Notebooks (composition, spiral bound, etc.), legal pads, portfolios, and pens. Please use only pencils and paper provided in the Reading Room. Place Pencils on the table while turning pages.
 - Books or resource materials not provide by the Southwest Collection/Special Collections Library

7. Backpacks, briefcases, handbags, purses, and other personal property are not permitted in the Reading Room. Lockers and locks are provided at the entrance near the Reference Desk. The Southwest Collection/Special Collections Library cannot assume responsibility for lost or stolen items.
8. All items allowed in the Reading Room are subject to inspection.
9. **Archival materials must be handled with great care.** Book supports for handling rare books are available at the Reference Desk. Please do not exert pressure on the materials, such as leaning on, tracing, or writing on them. Do not use pencils as place-holders.
10. Please keep the order in which manuscript and photograph collections are placed in the boxes and folders. Use provided place markers when removing folders or files from a box, and please remove only one folder or file at a time.
11. The Southwest Collection/Special Collections Library staff will consider the photocopying of materials when it can be done without injury to the items. Under these circumstances, photocopying will be done by a staff member upon request. Only **5% of any given folder may be duplicated.**
12. When you leave for the day, please let a staff member know if you want the materials placed on hold for you. Items will only be held if a patron is returning within one week.
13. The researcher assumes full responsibility for conforming to the laws of libel and literary property rights. **It is up to you, the researcher, to secure permission from the copyright holder to publish materials.** Please ask a staff member for citation guidelines if needed.
14. Please do not hesitate to ask the reference staff for assistance or if you have questions concerning the handling and use of materials.
15. Please call ahead for current hours of operation at (806) 742-9070.