

<https://swco.ttu.edu> | reference.swco@ttu.edu | (806) 742-9070

Southwest Collection/Special Collections Library (SWC/SCL) Holden Reading Room Procedures

This facility is open to students, faculty, staff, and the public. To provide quality service, the following procedures have been established in accordance with archival standards:

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 day you visit the Reading Room.
2. Materials in the SWC/SCL do not circulate and must be used only in the Reading Room. A staff member will retrieve the item(s) for you.
 - The time needed to retrieve items may vary depending on the type of material.
 - Some materials are not readily available and may require 2 weeks for retrieval.
 - Please request materials several days prior to your appointment time. This allows Reference staff to have the materials ready for your visit.
 - Materials will not be pulled during the last 30 minutes of operating hours and must be returned 5 minutes prior to closing.
3. Please silence all devices and keep conversation to a minimum. Phone calls and video chatting are not permitted in the Reading Room.
4. Backpacks, briefcases, handbags, purses, and other personal property are not permitted in the Reading Room. Lockers with locks are provided at the entrance near the Reference Desk. The SWC/SCL cannot assume responsibility for lost or stolen items.
5. Other 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 recorders, 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. Place pencils on the table while turning pages.
 - Books or resource materials not provided by the SWC/SCL. A few loose sheets of notes may be allowed and will be stamped with the SWC/SCL identification stamp.
6. 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.
7. Cameras are allowed in the Reading Room under certain circumstances. Please ask a staff member for information regarding camera use. Cell phones with camera capability are allowed 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 descriptions must be recorded on the Personal Camera Use Form.
8. All items allowed in the Reading Room are subject to inspection.

9. Archival materials must be handled with great care. Please do not hesitate to ask Reference staff for assistance or if you have questions concerning the handling and use of materials.
 - 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 placeholders.
 - Gloves will be provided when needed.
10. Please keep the order in which collection materials 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 SWC/SCL staff will consider the photocopying and scanning of materials when it can be done without injury to the items. Reference Services may be unable to scan oversized items. Only 5% of any given folder may be duplicated, and copies may be subject to a fee.
12. The researcher assumes full responsibility for conforming to the laws of libel and intellectual 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.
13. 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.
14. The Reading Room closes in accordance with the posted hours of operation. Materials will need to be returned no later than 5 minutes prior to closing. Patrons will need to leave the building by closing time.
15. Please call ahead for current hours of operation at (806) 742-9070 or visit <https://swco.ttu.edu>.