



# SLUSSER LIBRARY & GENERAL MATERIAL USE POLICIES

## General use of the Slusser Library

- All library patrons will sign in. Those wishing to use rare books, maps, archival and photo collections will also need to register separately. No personal information is shared unless mandated by a court order.
- Patrons and non-library personnel may enter the open stacks when the librarian or designated library personnel is present.
- Patrons and non-library personnel are not allowed in the closed stacks (basement) or in the map/ephemera area. Library personnel will retrieve items in these areas.
- The reading room should be quiet when person(s) are working/reading/studying.
- No food, gum, or drinks are allowed in the library, nor are food and drink containers. Contained water is acceptable.
- No ink is permitted in the reading room. Pencils are provided.
- The library may close for a 30 minute lunch break between 11 and 1. Patrons inside the reading room may be required to leave during this time.

## Using general materials (e.g. books, ephemera, maps)

- Patrons may have up to five general materials at their tables at a time.
- Materials must not be leaned on, written on, folded anew, traced, or handled in any way likely to damage them.
- No marks may be added or erased from any material.
- Do not use sticky notes on materials.

## Reproductions

- Reproductions may be made as long as the images are for personal use and if it can be done without damaging the item. It is the responsibility of the patron to comply with copyright laws. No more than 1,000 words or 10% of works under copyright, whichever is less, should be reproduced.
  - Patrons may take photos of items with their phones or cameras (or scan with small, personal scanners) in the reading room.
  - Staff can also photocopy for you: 10¢ per page in black and white and 50¢ per page for color for regular 8½ x 11 paper.