

Researcher Information and Policies Special Collections, University of Louisville

Special Collections, room LL17, Ekstrom Library, is the service point for Rare Books, the Burroughs Collection, and Photographic Archives. Our hours are Monday-Friday 9am-5pm, phone: 502-852-6752, <http://library.louisville.edu/library/ekstrom/special/>.

Collections are accessed by indexes, finding aids, and computer databases searched by the staff. There are also photocopy files of images arranged by subject and/or location available for browsing in the reading room.

All searches are aided by the research staff, available during all regular hours. With advance notice (at least three business days) staff members can assist you by special appointment outside of our regular schedule.

Some collections and finding aids are available from the Digital Collections website (<http://digital.library.louisville.edu>), the Kentucky Virtual Library: <http://kdl.kyvl.org/>, or the department's home page. All Rare Books are listed in Minerva (<http://minerva.louisville.edu>), the library's online catalog, which also includes brief, general descriptions of our collections of photographs, manuscripts and rare books. For further information about our collections, please see our detailed guide, *For Love of Learning*, at <http://special.library.louisville.edu/>.

Standard archival practices are followed in the Reading Room. Users are required to comply with policies designed to protect archival material for use by future generations. Researchers are advised to call ahead to discuss their research needs and assure availability of items.

1. Food and drink are not allowed in the Reading Room or in the Rare Books Gallery.
2. All users must register at the desk when entering the reading room.
3. Only pencils may be used for writing. Note paper can be provided, if necessary.
4. Briefcases, bags, coats, cameras, portfolios, etc. must be left at the rack beside the door, or may be checked at the service desk.
5. Users are required to have a photo ID copied to use rare materials. If using manuscript collections, users must complete an additional form and, if copies are desired, complete a copy request form. Users must keep documents and folders in order in which they are arranged. Alerting the staff of any materials out of order or mislabeled is appreciated.
6. All materials are brought from closed stacks and may take some time to page. No materials will be retrieved after 4:30pm.
7. Gloves are required to handle photographic prints and negatives, and no part of the body should touch them. Prints should be handled with both hands, kept face up and never allowed to bend or crease. No papers or other materials should touch prints. Rare books may require support during use. Staff members will demonstrate proper technique for handling materials.
8. Staff may photocopy needed items-with permission of the appropriate curator and if condition of the item allows-for 25 cents per page. **Users please note that the copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproduction of copyrighted material.** Large number of copies may require the user to come back later to pick up their order.
9. All copies are made for personal research use only; display and publication use require additional permissions and use fees must be paid. Use fees help support our imaging and preservation activities. The user is responsible for all copyright clearances.
10. Prints and scans can be made by the departmental staff as well. Refer to our most current price list for cost. All orders must be paid in full before processing will begin. We only accept cash, check or money orders. Most orders take 3 weeks for completion; however large format or fiber prints may take longer!
11. No materials may be checked out or taken to other areas of the library.

Off-campus researchers: reference and print service is available via mail, telephone and e-mail. Queries involving more than thirty minutes of staff time may result in additional charges of \$25 per hour. revised 8/17/07