Special Collections User Policies

Our goal to provide you with the best possible service includes the preservation and security of the collections. Therefore, we require that patrons adhere to the following policies:

I. Jo and Haskell Monroe, Jr. Special Collections Research Center and S. L. A. Marshall Military History Room Policies:

- The Jo and Haskell Monroe, Jr. Special Collections Research Center (Main Reading Room) is open to the public from 8 a.m. to 5 p.m., Monday through Friday. If you are not able to visit Special Collections during our regular business hours, appointments can be made for Wednesday evenings and Saturday mornings. We require at least a week's notice for appointments, so that we can arrange for staffing. The department is closed Sundays, on all University of Texas at El Paso-observed holidays, and at other times when the library is closed. Please check the library website for current hours.
- Reference assistance is available during open hours. We also offer virtual reference assistance via email or a Zoom or Teams meeting.
- Appointments are not required, but they are encouraged to help us better assist you.
- Due to limited staff availability, we are not able to undertake extensive research requests; researchers that are not able to visit in person are encouraged to hire a proxy researcher.
- The Marshall Military History Room is open to the public from 8 a.m. to 5 p.m., Monday through Friday. Patrons may request books for which they have a call number during times when the Marshall Room is closed but the department is open.
- All visitors are asked to sign in at the Special Collections front desk.
- Patrons are permitted to bring only a pencil and a few sheets of note paper into the Special Collections Reading Rooms. Bound pads with no loose pages are allowed but are subject to search at exiting. All other papers, binders, books, fanny packs, purses, briefcases, coats, etc., must be left in secured lockers.
- Books needed for research from outside of the department will be allowed into the reading rooms on a limited basis and must be checked in and out of the area.
- Patrons are permitted to take laptop computers into the reading rooms but cases must be left outside the room. Cell phones are only allowed for taking photographs.
- No ink pens are allowed inside the reading rooms. Only pencil may be used for note taking.
- No radios, personal music players, or personal scanners will be allowed inside the reading rooms.
- Please let staff know if any special assistance is needed.
- The reading rooms are designed as research areas for patrons using Special Collections material and ARE NOT GENERAL STUDY AREAS FOR INDIVIDUALS OR GROUPS. Space for studying is available throughout other areas of the library.

II. Requesting and Using Materials:

- Patrons may browse and pull materials in the reading rooms for themselves during open hours. All other material must be requested through the reception desk by filling out an *Application to Use Materials* form.
- Check with staff on the availability and use of finding aids and special indexes to assist in locating materials you need.
- Please allow adequate time for retrieval and remember material will not be pulled during the last 20 minutes before closing. Materials housed in off-site storage may take a few days to retrieve.
- Please wait in the Main Reading Room while waiting for requested materials. When finished with book and archival collections, leave all Special Collections materials on the table. DO NOT LEAVE the Reading Room with any materials. If you need to leave the Reading Room, but wish to have the material held for you, check with desk staff to have then properly tagged. All untagged materials will be reshelved.
- Please keep manuscript and photo archive materials in order and in their proper folders and boxes. If you discover something you think is out of order or does not belong in a folder, notify a staff member, but please let the staff make the determination to remove the materials or to change the order.

III. Copying Policy and Procedures:

- Copying of all Special Collections materials must first be approved by the staff.
- Copying facilities and services are available. Any Reading Room or Marshall Room book in good condition may be copied by the patron, one page at a time only, on a special rare book copier which reduces damage to the book. Copying of ALL OTHER MATERIALS is done by staff after a request form is filled out at the reception desk.
- Copies cannot be taken back into the reading rooms and must be left at the reception desk. If copies are needed for research purposes, they must first be stamped at the desk.
- Self-service copies are 10 cents per page. Copies made by staff are 10 cents per page for UTEP students and 20 cents per page (standard and legal size) for all other patrons. Large photocopy orders must be paid in advance and are processed on a staff-available basis. Photocopy order size may be capped at 75 copies per researcher when staff has multiple copy orders to complete.
- Patrons are allowed to take digital photographs with their own cameras, cell phones, and tablets (NO FLASH ALLOWED). There is no charge for these self-service copies, but patrons are required to document how many photographs are taken and from what materials on a Photocopy Request form.
- High quality digital scans of materials are also available at a charge. Please ask staff for more information. No personal scanners are allowed.
- All duplicated images that are to be used in publications and/or exhibits (both online and printed) require a completed Permission to Publish Form. This includes any images reproduced for web sites and social media pages.
- Books that are damaged or in poor condition and all manuscript and photographic materials must be copied by the staff. Please ask staff how to properly mark items for photocopying or photographic duplication. To have photocopies made, please obtain

a *Duplication Request* form from the desk staff, fill it out, and then return the form and materials to the desk. For photographic duplication, return the form to the Special Collections staff. Please allow for processing time, which varies depending on the service requested.
- The C. L. Sonnichsen Special Collections Department reserves the right to deny the duplication of any item deemed to be in unfit condition.

IV. Handling of Materials:

- Rare books and manuscript materials must be handled only with clean, dry hands. For particularly vulnerable materials, such as historical photographs, staff will provide cotton or nitrile gloves.
- Do not lean on or put undue pressure on books or manuscript material. Do not put pages of notepaper on top of original material to take notes.
- When using manuscript material or photographic materials, keep materials in the order in which you find them. Do not remove individual items from folders; remove the entire folder from the box, one folder at a time, and lay the folder flat on the table.
- If you are not sure about to handle or use materials, please ask a staff member.