| Policy Number | Library Policy |
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| Approval Body | ECU Library and Learning Commons |
| Policy Officer | Suzanne Rackover/Ana Diab |
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# SPECIAL COLLECTIONS READING ROOM USE POLICY

## LINKED POLICIES

All related ECU policies:
- o   *Archives and Special Collections Policy*
- o   *Artists' Books Collection Access Policy*

## OBJECTIVE

The objective of this document is to set guidelines for use of the Reading Room (C1245).

## SCOPE + APPLICATION

The Reading Room is a closed-stack area that holds rare, valuable and irreplaceable resources. This policy describes appropriate uses for the room.

## READING ROOM USE

The Reading Room is available for curricular uses, such as library research instruction or access to the Archives and Special Collections (artists' books, rare books and rare magazines). Access to the room is managed to ensure that a space to view special collections items and archival materials is accessible to students, faculty and individual researchers for class assignments and consultation.

Requests for non-curricular bookings will be considered based on the availability of the room and the appropriateness of the event to the space.

When the room is not already booked for curricular use, it is open for quiet study.

## ACCESS GUIDELINES

The items housed in the Reading Room are valuable, one-of-a-kind and unique, therefore there are some regulations to use the Reading Room.

Notebooks, phones, computers and cameras may be brought into the Reading Room. Food and drinks (including water) may not be consumed. The researcher may use pencil to make notes, however pens will not be permitted in the Reading Room as accidental ink marks can be caused by even the most careful researchers, and marks from pens cannot be removed from materials without damaging them. Wet clothing and umbrellas must be left outside of the room in a designated area.

**ROLES AND RESPONSIBILITIES**

The University Librarian has final authority for all room use decisions.

**POLICY REVIEW**

Policy should be reviewed and updated every three years.