

## SPECIAL COLLECTIONS POLICY AND RULES FOR USE

The Health Sciences Library has special collections of great historical value. These materials are available for scholarly research by appointment only. Hours of service are Wednesday, 9 am to 12:00 noon and Thursday, 1-5 pm. Please contact Emily Epstein, Cataloging Librarian, at 303-724-2119 or [Emily.Epstein@uchsc.edu](mailto:Emily.Epstein@uchsc.edu) to ask for assistance with access to the collections.

### Rules for Use of Special Collections Materials

- Borrowers must fill out a registration card and present some form of identification (UCD Health Sciences ID, driver's license, etc.) before special collections materials are retrieved. Identification will be returned when the materials are returned in good condition.
- Fill out a circulation form for each item requested.
- Rare materials must be used in the library reference area only.
- Only pencils, not pens or highlighters, are allowed for note-taking. Paper for note-taking must be kept on the reading table and not placed on the item.
- No food or drink is allowed near rare materials.
- White cotton gloves and/or book supports may be provided for use while handling fragile materials.
- Photocopying or scanning is done only by library staff and at their discretion. Fragile items will not be copied. The standard copy fee in effect at that time will be charged.
- These rare materials are made available for study use only. It is the borrower's responsibility to know and abide by statutes covering copyright and fair use for publication from these sources, literary property rights, and right-to-privacy.
- Materials are to be returned to Emily Epstein or to a staff member in the Access Services or the Reference Department for return of the borrower's identification.
- Records are confidential by Health Sciences Library policy, but under the U.S. Patriot Act legislation, registration cards and circulation request forms may be subject to subpoena or search warrant.