

# UNIVERSITY OF SOUTHERN MISSISSIPPI LIBRARIES

## SPECIAL COLLECTIONS: GUIDELINES FOR USE

### Reading Room Guidelines

- Materials do not circulate. Patrons must conduct research in the reading room only.
- Place all backpacks, purses, briefcases and other bags in lockers.
- Researchers are encouraged to bring notebooks, folders and pencils. **Note: For security purposes, notebooks may be scanned by reference desk personnel.**
- Use only pencils for taking notes.
- Laptop or notebook computers are permitted, although carrying cases must be placed in the lockers.
- Digital cameras may be used in the reading room. Researchers need to complete a *Conditions for Use of Digital Camera* form. Scanners are not allowed. The use of digital cameras may be denied by staff for any reason.
- Cell phones must be turned off or set to “vibrate.” Cell phone conversations may not take place in the reading room.
- Food, drink, and tobacco are not allowed in the reading room.

### Using and Locating Materials in Special Collections ([www.lib.usm.edu/spcol](http://www.lib.usm.edu/spcol))

- Books: Use the online library catalog (<http://seymourinfo.usm.edu>) to identify the call number and collection. Complete the call slip. Staff will retrieve materials.
- Finding aids for primary sources found in Historical Manuscripts/Archives and the de Grummond Children’s Literature Collection can be found at <https://specialcollections.usm.edu/>.
- Once patrons have selected materials to view, they must complete the front side of a researcher form. The back of the form will be completed by Special Collections staff.
- Special Collections staff will retrieve all materials for researchers. When using manuscript materials, only one box and one folder should be used at a time. **Please be careful to preserve the order of materials within the folders.**
- The Mississippiana and genealogy vertical files can be searched online at <https://specialcollections.usm.edu/>.
- Digital Collections can be found at <https://www.digitalcollections.usm.edu/>.
- **Requests for materials must be made no later than 15 minutes before the library closes.**

### Copyright and Permission to Publish

- The Copyright Law of the United States provides protection for both published and unpublished materials. It is the researcher’s responsibility to obtain permission to publish from the copyright holder as well as, in the case of manuscripts, from Special Collections at the University of Southern Mississippi.
- The University of Southern Mississippi has no authority to waive the privacy rights of individuals shown, described or written about in the materials contained in its collections. The applicant bears full responsibility for securing all necessary and appropriate permissions.

### Citation of Manuscripts

Proper acknowledgement must be given for all materials used. Style guides vary and may require more information than suggested here. Please include the following information:

Archives and Historical Manuscripts:

Item, Title of Collection, McCain Library and Archives, The University of Southern Mississippi.

Sample: Mobile Street Photograph, Herbert Randall Freedom Summer Photographs, Special Collections in McCain Library and Archives, The University Southern Mississippi, box X, folder X.

de Grummond Manuscripts:

Item, Title of Collection, de Grummond Children’s Literature Collection, Special Collections in McCain Library and Archives, The University of Southern Mississippi, box X, folder X.

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## REPRODUCTION OF SPECIAL COLLECTIONS MATERIALS

See Reproduction Fee Schedule for pricing of duplication services.

## Photocopies

- Books and vertical files:
  - Patrons may make copies of these materials using the photocopier in the reading room at a fee of \$0.10/page. Library staff may refuse permission to photocopy any item that may be damaged by the process.
  - Photocopies may be paid with cash, checks, or credit card. Please pay the staff member working the desk for all copies.
- Archival/manuscript materials:
  - To insure the careful handling of materials and to comply with applicable laws, agreements, and guidelines, all copying is done by library staff or designated individuals. We reserve the right to deny duplication requests when such actions may injure the materials, when it may violate donor agreements or copyright law, or for any additional reasons based on our professional judgment.
  - Identify documents for photocopying listing each item on the Photocopy Request Form and by turning them vertically in the folder. Place the folder back in the box.
  - Requests will be handled as quickly as possible, but it may be necessary for copies to be mailed or picked up at a later date. Additional fees may apply for shipping the copies.
  - Photocopies are \$0.10/page. In addition, there is a \$5.00 service charge for every 100 photocopies.
  - **Requests for photocopies must be made 15 minutes before the library closes.**

## Computer printing

Patrons may print from the computers located in the reading room. Printing is \$0.10/page.

## Digital reproductions

- Patrons are **not** allowed to use personal scanners to reproduce Special Collections materials. Digital cameras may be used upon completing a *Conditions for Use of Digital Camera* form. The use of digital cameras may be denied by staff for any reason.
- Digital reproductions are made by library staff and approved patrons when this can be done without injury to the material and if permitted by donor agreements and copyright restrictions.
- Requests will be handled as quickly as possible, but it will be necessary for digital reproductions distributed at a later date. See reproduction fee schedule for additional information.

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