



For hours, please consult www.swem.wm.edu

RULES AND INFORMATION GOVERNING USE OF MATERIALS

1. Researchers are required to leave all personal possessions, except pencils, note paper, and laptops (if applicable) in the lockers, and to make use of the coat closet and umbrella stand as needed. The use of cell phones is not permitted.
2. Upon their first visit, or when their address has changed, researchers are required to fill in a registration form and to present a picture ID, which can verify their address.
3. At each visit, researchers will need to sign the register and present a picture ID. The ID is kept at the Special Collections' reading room desk while the researcher is using materials. **Be sure to pick up your ID before leaving.**
4. Please use the designated door only to enter and exit the reading room. Researchers will need to check in with reading room staff every time they need to leave the reading room and all personal items carried out need to be presented to staff for inspection.
5. Call slips must be used to request materials. **No Special Collections materials may be removed from the reading room or checked out. Return all materials to the staff at the reading room desk.** At this point, the slips will be cleared to indicate that all materials have been returned **and the ID will be returned.**
6. Requests for materials will be accepted until 30 minutes before closing.
7. All collections and books must be handled with extreme care:
 - a. No food, drink or gum is allowed in all of Special Collections.
 - b. Use pencils only. Take care to make no marks on the materials.
 - c. Keep materials in order within folders and boxes, and do not remove materials from their folders.
 - d. Materials may not be held in the hands or in the lap. Place materials flat on tables, or on angled foam supports provided by staff.
 - e. Do not place anything on top of the materials except the string weights provided by staff
 - f. Do not lean on the materials.
 - g. Use care in turning pages so they will not be torn or otherwise damaged.
 - h. Tracings or rubbings may not be made without specific permission.
 - i. Magnifying glasses are available upon request.

8. Limited photocopying is available for some materials and is **done only by the staff** as time permits.
 - a. Because of their physical condition, not all materials can be photocopied.
 - b. If copying is desired, **do not remove** the item from its folder or box. Ask a staff member for a photocopy request form and slips to mark the location of items to be copied.
 - c. Use of digital cameras by patrons is allowed with some restrictions. Please see the Digital Reproduction Agreement Form.

9. When quoting from non-book materials, citations should include:
 - a. What the item is (letter to and from, date, description, etc.)
 - b. Name of collection, papers, or group to which it belongs; folder heading or other indication of location within the collection if appropriate.
 - c. Manuscript call number or Archives accession number.
 - d. Special Collections Research Center, Swem Library, College of William and Mary.

10. Before publishing quotations or excerpts from any materials, permission must be obtained from the Director of the Special Collections Research Center **and** the holder of the copyright. For permission write to: SCRC Director, Swem Library, The College of William and Mary, P.O. Box 8794, Williamsburg, VA. 23187-8794. Indicate type of publication (thesis, book, journal article) and title of publication. Include a list of quoted materials.

11. Under the U.S. copyright law, the copyright to any unpublished writing, whatever its date of creation, is held by its author or his/her heirs until the later of: 70 years after the author's death, or December 31, 2002. Works published before 1923 are in the public domain; works published from 1923 on are likely to be still under copyright.

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Updated 1/2008