

Clay County Library Guidelines for Using Special Collections

Please sign in and out in the daily visit log each day when entering and departing. The objects housed in these collections are noncirculating materials. Some of them are in fragile condition and to a great extent irreplaceable, hence certain precautions are necessary.

1. No food or beverages are allowed in the Archives. Smoking and gum chewing are not permitted. Children under 12 must be accompanied by an adult and supervised at all times.
2. Hands should be clean for the handling of materials. Please avoid applying creams or lotions to your hands immediately before handling materials as the oils can transfer and cause considerable damage.
3. Use ONLY pencils when taking notes. Pens should not be used in the Archives.
4. Do not lay paper or cards on an object when writing notes. This practice leaves an impression that will shorten the life of the material. Do not lean on books or documents.
5. Use the proper book supports if supplied by the Archives staff to support volumes.
6. Do not lay books open face down, or employ harmful bookmarks such as pencils, rulers, other books, etc. Broken spines and torn pages are the result of such treatment.
7. If paper slips must be used as bookmarks, please take extra care to remove all of them before returning the material. If left inside, they put a strain on the spine and can eventually cause discoloration of the paper. Never use paper clips, rubber bands, post-it notes, or any three dimensional object for place markers.
8. Items in folders should be examined one at a time; please keep the items in order. Do not rearrange the order in which materials are delivered to you. No marks may be added to or erased from any material.
9. While material from these collections is in your hands, it is your responsibility. Please respect it and handle it with care.
10. Do not photocopy material without first asking the Archives staff. Some material is too fragile to be photocopied or requires special handling.
11. The Archives reserves the right to inspect all research material and all personal articles before a patron leaves the area.