



FORT HAYS STATE UNIVERSITY

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FORSYTH LIBRARY

Special Collections Department Policy

Department Hours:

- Monday through Friday - 8:00 a.m.-4:30 p.m.
- Weekends and holidays – Closed
- * Summer hours will vary – Check the Special Collections webpage for hours

Collections in the Room:

- Western Collection
- Rare Books
- Cecil B. and Laura G. Currey Archive of Military History
- Genealogical Society Collection
- Graduate Theses
- Smoky Hill Trail Association Archives

Circulation Policies:

- The materials from these collections cannot be removed from the Special Collections.
 - **Exception:** the librarian will continue to reserve the right to allow the books from the Western Collection and the Currey Archive to be checked out.

Access to Books After Hours:

- If a researcher wants to access books from these rooms during a time when the rooms are closed, they are encouraged to check the library catalog for a circulating copy or check online at <http://books.google.com/> for a digitized copy. In the online catalog, the Special Collections items have the following locations:
 - Western Collection-Special Collections-Main Floor
 - Ethnic Room/Rare book (main floor)
 - C Collection-Special Collections - Main Floor
 - Currey - Special Collections - Main Floor
- When the Special Collections Room/Center for Ethnic Studies is closed and a circulating copy is not available:

- Researchers may email the Special Collections librarian. Once an item has been requested, it will be retrieved by a Special Collections staff member on the following business day and will be available for the researcher to view in the room.
- If a patron wants to check out a book from the Western Collection, he/she will need to request the item by email, and the Special Collections librarian will decide whether or not to check out the book.
- If the patron is unable to come back during the hours the room is open, the book will be placed on the hold shelf at the Learning Commons Desk.

Usage of the Room:

- Non-circulating materials may be used in the room from 8:00-4:30 Monday through Friday. Staff will be available for consultation.
- Outlets are available for laptop computers
- Requests for information received through the mail or e-mail will be processed as time allows
- The staff of the Special Collections reserves the right to limit the number of copies made for patrons. Extensive photocopying or research may be denied due to time limitations
- Usage of the room AFTER HOURS (evenings and weekends)
 - Requests to use the room after hours must be made through the Special Collections librarian via email or phone – contact information is listed below
- Room cannot be used for meetings by outside or on-campus groups
- Library staff may use the room for meetings
- No food or drinks allowed in room

Contact Information:

- Patty Nicholas, Library Specialist
Special Collections and Periodicals
Phone: 785-628-5901
E-mail: panicholas@fhsu.edu