



Fenwick Reading Room Guidelines

Welcome to the Fenwick Reading Room. We're glad you're here. Please review the guidelines below for some basic information to keep in mind as you conduct your research. If you have any questions during your time here, please feel free to ask any of the Special Collections and University Archives (SCUA) personnel.

The Reading Room is open to all researchers, regardless of academic affiliation or place of residence. We welcome all FHSU students, faculty, staff, and members of the wider community.

General Guidelines

- Begin by storing all personal belongings that are not essential for research in a locker. We will provide instructions for setting a passcode to keep your items safe.
- You may bring your laptop/tablet and camera with you provided they are removed from their cases, in addition to your cell phones, provided all devices are set to silent/airplane mode. Leave all other items in your locker.
- Leave bulky hoodies, sweaters, scarves, and other outerwear in your locker.
- All items used in the Reading Room may be inspected upon departure.
- If you are uncertain about bringing in an item, please ask the Reading Room attendant.
- If this is your first visit, you will need to show your TigerCard or photo ID to the Reading Room attendant. If you do not have a current photo ID, we can provide a temporary registration card.
- Special Collections and University Archives materials may be consulted *only* in the Reading Room. If you need to leave the Reading Room for longer than 15 minutes, please bring your items to the Reading Room attendant. We will keep them on hold for you for up to one week until you return.
- If you would like to request additional materials or request a research consultation, please let the Reading Room attendant know. Keep in mind that we stop retrieving additional materials 45 minutes prior to the Reading Room's closing. SCUA reserves the right to restrict or refuse the use of certain materials.
- Be respectful of library personnel and other researchers working in the Reading Room. If you need to make or receive a phone call, please leave the Reading Room and find an area outside Tebo Library's designated Quiet Zones to avoid disturbing other researchers.
- All researchers must adhere to the **Tebo Library Computer, Technology, and Network Use Policy**.
- Please ask the Reading Room attendant if you have any questions. We are happy to help.

Handling SCUA Materials

Special Collections & University Archives materials are rare and often irreplaceable. By following these instructions, you will help us keep these materials safe and available for future researchers.

- Materials are best handled with clean, dry hands. Oil from our skin, moisturizers, or other personal care products may damage the SCUA materials. Nearby restrooms are conveniently located for handwashing before entering the Reading Room.

- Handle all materials with care. Use two hands to safely handle folders, photographs, fragile objects, or brittle paper.
- Ask the Reading Room attendant for assistance with fastened items, items in protective casings, or with any fragile, heavy, rolled, or awkward items such as scrapbooks.
- Keep all items flat or in a book cradle on your table in plain view of the Reading Room attendant. We will provide special weights to keep books open or rolled items flat.
- Only one (1) document case, record box, or container will be provided at a time. Only two (2) cataloged items (books, periodicals, etc.) will be provided at a time.
- Remove only one (1) folder from a box at a time and keep all items inside the folder. Use the card provided as a placeholder to mark where the folder belongs.
- Be careful to keep items in the order in which you find them. If you think pages or folders are out of order, please let the Reading Room attendant know.
- Gloves will be provided for handling photographs, lantern slides, glass plate negatives, and other sensitive photographic materials.
- Handle photographs by their edges and avoid touching areas with text or images.
- Keep all materials inside their plastic sleeves, which protect them from damage.
- Use only pencils and loose sheets of paper for taking handwritten notes in the Reading Room. Extra pencils and paper are available at the Reception Desk.
- Leave all materials as you find them, without adding or removing any marks, folding, bending, or affixing anything to them.
- Notify the Reading Room attendant immediately if you discover a damaged item or if any item becomes damaged while the material is being handled.

Copying, Scanning, and Photographing Materials

Reproduction of materials is generally permitted in accordance with posted copyright regulations. Some SCUA materials have already been digitized and are available online in the FHSU Scholars Repository.

- Cameras may only be used without flash or tripod. Please stand on the floor or remain seated to photograph the material. If you need assistance, consult the Reading Room attendant.
- SCUA personnel can provide reproductions to researchers not affiliated with FHSU for a fee. See posted fee schedule for more information.

Using Copyrighted Materials in Commercial / For-Profit Works

If you intend to use SCUA materials which are subject copyright in for-profit or commercial projects, you must discuss permissions with SCUA personnel. Researchers intending to use SCUA materials in excess of Fair Use allowances must complete an **Application for Permission to Publish, Quote, Broadcast, or Exhibit Items from Tebo Library Special Collections & Archives and Tebo Library Digital Collections.**