



## Special Collections & University Archives: Fenwick Reading Room Guest Policy

<b>POLICY TITLE:</b>	Special Collections & University Archives (SCUA): Fenwick Reading Room Guest Policy
<b>POLICY PURPOSE:</b>	This policy describes the acceptable use of the Larry & Lyn Fenwick Reading Room and SCUA resources in the Tebo Library.
<b>BACKGROUND:</b>	<p>The Larry and Lyn Fenwick Reading Room houses, exhibits and preserves distinctive collections within Tebo Library Special Collections &amp; University Archives (SCUA) while providing a secure and comfortable setting in which researchers can engage with SCUA materials. Located on Tebo Library's upper floor, the Reading Room is open to all Users, regardless of academic affiliation or place of residence.</p> <p>The Fenwick Reading Room's hours of operation are generally Monday through Friday, 8:30 AM to 4:30 PM on days when the University is open. Hours vary during University breaks and summer terms.</p>
<b>APPLIES TO:</b>	This policy applies to any person using the Fenwick Reading Room and SCUA resources in Tebo Library regardless of affiliation with the university and to persons accessing Tebo Library resources and services online.
<b>DEFINITIONS:</b>	<ul style="list-style-type: none"><li><b>Affiliates</b> – current &amp; emeritus FHSU faculty, university and FHSU Foundation staff, and currently enrolled FHSU students. Affiliate-status is also extended to current faculty, staff, and enrolled students of other Kansas Board of Regents' (KBOR) institutions and the University Press of Kansas.</li><li><b>Non-Affiliates</b> – All other persons not defined as an affiliate.</li><li><b>Reading Room</b> – Refers to the Larry &amp; Lyn Fenwick Reading Room's physical spaces (Tebo Library Room 204).</li><li><b>Reading Room Attendant</b> – SCUA Personnel providing the initial point of service at the Reading Room's reception desk.</li></ul>

	<ul style="list-style-type: none"> <li>• <b>SCUA Materials</b> – All Special Collections and University Archives resources.</li> <li>• <b>SCUA Personnel</b> – Any full or part-time faculty &amp; staff, student employee, or intern employed by Tebo Library whose primary responsibilities are the management, curation, and custodianship of SCUA materials and spaces.</li> <li>• <b>SCUA Vault</b> – Tebo Library Room 210.</li> <li>• <b>User</b> – Any affiliate or non-affiliate using the Fenwick Reading Room and engaged in the research and study of SCUA materials.</li> </ul>
<b>POLICY STATEMENT:</b>	<p>The Fenwick Reading Room is open to all Users, both university affiliates and the general public, engaged in using SCUA materials. To preserve the integrity of SCUA materials, which are often rare, valuable, and irreplaceable, and to maintain a safe and welcoming environment for all Users, this policy outlines the expectations and guidelines for using the Fenwick Reading Room and SCUA materials.</p> <p>Failure to comply with this policy may result in a temporary or permanent ban from the Fenwick Reading Room and/or loss of access to SCUA materials and services, or other intervention by university authorities.</p> <p><b>Reading Room Guidelines</b></p> <ul style="list-style-type: none"> <li>• All personal belongings not essential for research are to be stored in one of the public lockers provided. SCUA Personnel will provide instructions for setting a passcode to keep Users' items safe.</li> <li>• Users may bring their laptop/tablet and camera with them provided that these devices are removed from their cases, as well as cell phones, with all devices set to silent/airplane mode. All other accessories are to be stored in the user's assigned locker.</li> <li>• User questions concerning whether a personal item can be utilized while using the Reading Room will be resolved by SCUA Personnel.</li> <li>• Users are asked to either leave bulky hoodies, sweaters, scarves, and other outerwear in their locker or wear them at all times while in the Reading Room.</li> <li>• All items used in the Reading Room may be subject to inspection by SCUA Personnel upon departure.</li> <li>• First-time Users are asked to present their TigerCard or photo ID to the Reading Room Attendant. Users without a</li> </ul>

current photo ID will be provided with a temporary registration card by SCUA Personnel.

- SCUA materials may be consulted *only* in the Reading Room. Users who need to leave the Reading Room for longer than 15 minutes are required to return any SCUA materials under review to the Reading Room Attendant at the reception desk. SCUA Personnel will hold materials for Users up to one week before returning the materials to their permanent location in the SCUA Vault.
- Users wishing to request a research consultation with SCUA Personnel at the time of their visit or who would like to request additional materials following their initial research consultation will submit their requests to the Reading Room Attendant. No additional materials will be retrieved 45 minutes prior to the Reading Room's closing. SCUA reserves the right to restrict or refuse the use of certain materials.
- Users are expected to be respectful of library faculty, staff and other researchers working in the Reading Room. Users needing to make or receive a phone call will remove themselves from the Reading Room to 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*.

#### Handling SCUA Materials

- Materials must be handled with clean, dry hands. Prior to entering the Reading Room, Users will wash their hands thoroughly using one of the nearby restrooms located on Tebo Library's upper floor.
- Users are expected to handle all materials with care, using two hands to safely handle folders, photographs, fragile objects, or brittle paper.
- Users are to 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.
- Users are to keep all items flat or in a book cradle on their assigned table in plain view of the Reading Room Attendant. SCUA Personnel 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.

- Users are to remove only one (1) folder from a box at a time and keep all items inside the folder. Users are to mark the folder's location in its container using the placeholder card provided by SCUA Personnel.
- Users are expected to exercise care when removing and items from their folders and in replacing the item so that the integrity of the collection's physical organization is maintained. Users who suspect that pages or folders are out of order will inform the Reading Room Attendant.
- Users are to use gloves provided by SCUA Personnel when handling photographs, lantern slides, glass plate negatives, and other sensitive photographic materials.
- Users are to handle photographs by their edges and avoid touching areas with text or images.
- Users are asked to keep all encapsulated materials inside their plastic sleeves to protect them from damage.
- Users are to use only pencils and loose sheets of paper for taking handwritten notes in the Reading Room. Extra pencils and paper will be available at the reception desk from the Reading Room Attendant upon request.
- Users are to leave all SCUA materials as they find them, without adding or removing any marks, folding, bending, or affixing anything to them.
- Users are to notify the Reading Room Attendant immediately upon discovering a damaged item or if any item becomes damaged while the material is being handled.

#### **Copying, Scanning, and Photographing Materials**

Reproduction of materials will be permitted in accordance with posted copyright regulations.

- Users may only use cameras without flash or tripod.
- When photographing materials, Users are either to remain seated or stand on the floor. Users may not stand on the furniture.
- Reproductions made by SCUA Personnel on the behalf of Non-Affiliates will be subject to the fee schedule posted in the Reading Room.

#### **Using Copyrighted Materials in Commercial / For-Profit Works**

Users intending to use SCUA materials subject to copyright in for-profit / commercial projects or in projects that otherwise exceed Fair Use allowances must discuss permissions with SCUA Personnel prior making any reproductions. Users must also

	complete an <b><i>Application for Permission to Publish, Quote, Broadcast, or Exhibit Items from Tebo Library Special Collections &amp; Archives and Tebo Library Digital Collections</i></b> , which must be submitted to SCUA Personnel.
<b>EXCLUSIONS OR SPECIAL CIRCUMSTANCES :</b>	Exceptions to this policy may be made at the discretion of the Dean of Library Services.
<b>RELATED DOCUMENTS:</b>	<ul style="list-style-type: none"> <li>• <a href="#"><u>FHSU Acceptable Use of Computing Resources Policy</u></a></li> <li>• Application for Permission to Publish, Quote, Broadcast, or Exhibit Items from Tebo Library Special Collections &amp; Archives and Tebo Library Digital Collections</li> <li>• <a href="#"><u>FHSU Policy on Harassment</u></a></li> <li>• <a href="#"><u>American Library Association's Bill of Rights Interpretation</u></a></li> </ul>
<b>RESPONSIBLE OFFICE:</b>	Tebo Library
<b>RESPONSIBLE UNIVERSITY OFFICIAL:</b>	Dean, Tebo Library
<b>ORIGINATION DATE:</b>	February 2026
<b>LAST UPDATED:</b>	February 2026
<b>REVIEW CYCLE:</b>	At least every 3 years
<b>POLICY ADDRESS:</b>	<a href="https://fhsu.edu/library/admin/policies/index">https://fhsu.edu/library/admin/policies/index</a>