Borrowing Materials from Special Collections for Exhibit

Materials held in Special Collections at the University of Southern Mississippi are available for use in exhibits worldwide. For detailed information on using items in exhibits, contact the appropriate curator below. Institutions interested in incorporating Special Collections materials into an exhibit should send a packet containing a request letter, a list of items to be borrowed, and a facility report to the appropriate Curator (as detailed below).

### Historical Manuscripts and University Archives
Steve Haller  
Curator of Historical Manuscripts and Archives  
The University of Southern Mississippi  
118 College Drive #5148  
Hattiesburg, MS 39406-0001  
Stephen.Haller@usm.edu

### Children’s Literature Manuscripts and Books
Ellen Ruffin  
Curator of the de Grummond Children’s Literature Collection  
The University of Southern Mississippi  
118 College Drive #5148  
Hattiesburg, MS 39406-0001  
Ellen.Ruffin@usm.edu

### Mississippiana and Rare Books
Jennifer Brannock  
Curator of Rare Books and Mississippiana  
The University of Southern Mississippi  
118 College Drive #5148  
Hattiesburg, MS 39406-0001  
Jennifer.Brannock@usm.edu

### Letter of Request
Letters should include the following information:
- Exhibit title, description, purpose, and scope
- Name and credentials of its curator(s) (may attach vita)
- Whether or not the borrowing institution is a nonprofit

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entity
- Exhibit run dates and inclusive dates of the loan
- Whether or not an admission fee will be charged
- Publication plans, including catalogs, websites, brochures, etc.

Inventory List
Attach a listing of proposed exhibit items to be loaned. Curators can work with borrowing institutions to identifying particular pieces for a show, but are not able to conduct extensive research. Onsite visits are encouraged.

Resources may be found at:

de Grummond Manuscript Collection Guides
http://www.lib.usm.edu/degrummond/research/manuscripts.html

Historical Manuscript Guides
http://www.lib.usm.edu/spcol/collections/manuscripts/lists-of-collections/subjects

Books (Children’s Literature, Rare Books, Books about Mississippi)
http://catalog.lib.usm.edu/

University Archives
*Contact Steve Haller at Stephen.Haller@usm.edu or 601.266.4117 for more information

Facilities Report
Standard facilities reports are available from the American Alliance for Museums. For more information on what to include in a facility report please see http://www.rbms.nd.edu/standards/borrowing_lending.shtml.

Expenses
For information about the cost of borrowing materials from Special Collections, contact the appropriate curator listed above.

Copyright
Note that Special Collections rarely holds the copyright to the materials in its care. The borrower is responsible for securing permission for the reproduction and publication of any images from the collection.

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