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SPECIAL COLLECTIONS: GUIDELINES FOR USE

Reading Room Guidelines

- Materials do not circulate: conduct research in the reading room only.
- Place all backpacks, purses, briefcases and other bags in lockers.
- Researchers are encouraged to bring in notebooks, notepads, folders and pencils. **Note: For security purposes, notebooks may be scanned by reference desk personnel.**
- Use only pencils for taking notes.
- Laptop or notebook computers are permitted, although carrying cases may be subject to inspection when leaving.
- Digital cameras may be used in the reading room. Researchers need to complete a *Conditions for Use of Digital Camera* form. Scanners are not allowed. The use of digital cameras may be denied by staff for any reason.
- Cell phones must be turned off or set to “vibrate.” Cell phone conversations may not take place in the Reading Room.
- No food, drink, or tobacco.

Using and Locating Materials in Special Collections (www.lib.usm.edu/spcol)

- Books: Use the online library catalog (<http://catalog.lib.usm.edu/>) to identify the call number and collection. Complete the call slip. Staff will retrieve materials.
- Archives and Manuscripts: Finding aids are available online at www.lib.usm.edu/spcol. Complete researcher form, including collection and box numbers. Library staff will retrieve materials. Only one box and one folder may be used at a time. **Please be careful to preserve the order of materials within the folders.**
- de Grummond original materials: Browse online finding aids <http://lib.usm.edu/degrummond/research/manuscripts.html>. Otherwise, contact the curator.
- Mississippiana Vertical File: Index at http://lib.usm.edu/spcol/collections/msana/ms_indicies/msanavert_main.html.
- Digital Collections: From the Special Collections homepage (<http://lib.usm.edu/spcol>), click on the link for “USM Digital Collections Home.”
- **Requests for materials must be made no later than 15 minutes before the library closes.**

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Citation of Manuscripts

Proper acknowledgement must be given for all materials used. Style guides vary and may require more information than suggested here. Please include the following information:

Archives and Historical Manuscripts:

Item, Title of Collection, McCain Library and Archives, The University of Southern Mississippi.

Sample: Mobile Street Photograph, Herbert Randall Freedom Summer Photographs, McCain Library and Archives, The University Southern Mississippi, box X, folder X.

de Grummond Manuscripts:

Item, Title of Collection, de Grummond Children’s Literature Collection, McCain Library and Archives, The University of Southern Mississippi, box X, folder X.

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 - Photocopies may be paid with cash, checks, or credit card. Please pay the reference librarian for all photocopies.
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