

UNIVERSITY OF SOUTHERN MISSISSIPPI LIBRARIES

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 the person working the reference desk.**
- Use only pencils for taking notes.
- Laptop or notebook computers are permitted, although carrying cases must be placed in a locker.
- 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. Click on the item to identify collection [Mississippiana, de Grummond, etc.]. 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 curator.
- Mississippiana Vertical File: Index at http://lib.usm.edu/spcol/collections/msana/ms_indicies/msanavert_main.html.
- Digital Collections: Go to <https://digitalcollections.usm.edu>.
- **Requests for materials must be made no later than 15 minutes before the library closes.**

Copyright and Permission to Publish

- The Copyright Law of the United States provides protection for both published and unpublished materials. It is the researcher’s responsibility to obtain permission to publish from the copyright holder as well as, in the case of manuscripts, from Special Collections at the University of Southern Mississippi.
- The University of Southern Mississippi has no authority to waive the privacy rights of individuals shown, described or written about in the materials contained in its collections. The applicant bears full responsibility for securing all necessary and appropriate permissions.

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:

Historical Manuscripts:

Item, Title of Collection, Collection Number, Box #, Folder #, Historical Manuscripts, Special Collections, The University of Southern Mississippi Libraries.

Sample: Mobile Street Photograph (July 1964), Herbert Randall Freedom Summer Photographs, M351, Box 3, Folder 7, Special Collections, The University Southern Mississippi Libraries.

de Grummond Manuscripts:

Item, Title of Collection, Collection Number, Box #, Folder #, de Grummond Children’s Literature Collection, Special Collections, The University of Southern Mississippi Libraries.

UNIVERSITY OF SOUTHERN MISSISSIPPI LIBRARIES

REPRODUCTION OF SPECIAL COLLECTIONS MATERIALS

See Reproduction Fee Schedule for pricing of duplication services.

Photocopies

- Books and vertical files:
 - Patrons may make copies of these materials using the photocopier in the reading room at a fee of \$0.10/page. Library staff may refuse permission to photocopy any item which may be damaged by the process.
 - Photocopies may be paid with cash, check, or credit card. Please pay the person working the reference desk for all photocopies.
- Archival/manuscript materials:
 - To insure the careful handling of materials and to comply with applicable laws, agreements, and guidelines, all copying is done by library staff or designated individuals. We reserve the right to deny duplication requests when such actions may injure the materials, when it may violate donor agreements or copyright law, or for any additional reasons based on our professional judgment.
 - Identify documents for photocopying listing each item on the Photocopy Request Form and by turning them vertically in the folder. Place the folder back in the box.
 - Requests will be handled as quickly as possible, but it may be necessary for copies to be mailed or picked up at a later date. Additional fees may apply for mailing.
 - Photocopies are \$0.10/page. In addition, there is a \$10.00 service charge for every 100 photocopies. Cash, checks, and credit cards are accepted for payment.
 - **Requests for photocopies must be made 15 minutes before the library closes.**

Computer printing

Patrons may print from the computers located in the reading room. Printing is \$0.10/page.

Digital reproductions

- Patrons are **not** allowed to use personal scanners to reproduce Special Collections materials. Digital cameras may be used upon completing a *Conditions for Use of Digital Camera* form. Staff for any reason may deny the use of digital cameras.
- Library staff makes digital reproductions when this can be done without injury to the material and if permitted by donor agreements and copyright restrictions.
- Requests will be handled as quickly as possible. Digital reproductions will be emailed, mailed, or picked up at a later date. See reproduction fee schedule for pricing.

Provision of photocopies or digital reproduction services does not constitute permission to publish, distribute, provide internet access to, or otherwise display images generated by the University of Southern Mississippi Libraries' Special Collections. Copyright is retained by the lawful copyright holder, and it is the responsibility of the permission seeker to contact and secure permission from the copyright holder. Where copyright permission is not granted, images are only for use in private study subject to the Fair Use exceptions made in U.S. Copyright Law.

Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a duplication order if, in its judgment, fulfillment of the order would involve violation of copyright law.