

## Cline Library

# Special Collections and Archives Reading Room Policy

*Last updated April 21, 2021*

## Overview

The mission of Cline Library's Special Collections and Archives is to connect and engage the world with the history and culture of the Colorado Plateau and Northern Arizona University. Special Collections and Archives. Physical access to SCA's holdings is provided on site in the Miriam Lemont Reading Room, [located on the second floor of Cline Library](#).

## Access and Use of Collections in the Reading Room

SCA is open to all. By accepting a research appointment in the Miriam Lemont Reading Room in Cline Library, researchers agree to abide by SCA's guidelines for accessing and using its materials. Please see the [Access and Use Policy](#) for more information.

Researchers who refuse to comply with SCA's Reading Room Policy and/or Access and Use Policy may be asked to leave the Reading Room or denied future access to SCA's holdings.

## Registration

Before accessing materials in the Miriam Lemont Reading Room, researchers should proceed to the reference desk, located next to the Reading Room, to register with an SCA staff member.

Northern Arizona University (NAU) and Coconino Community College (CCC) faculty, staff, and students are automatically registered as researchers at Cline Library. Researchers who are not affiliated with NAU or CCC are required to register as SCA researchers by providing SCA staff with their contact information, such as a driver's license, passport, student or faculty ID, or tribal ID.

## Accessing Materials

Due to the unique and rare nature of our materials, SCA's published materials and archival collections are non-circulating and non-browsing. SCA has a "closed-stack" system, which means that researchers request to have items retrieved from our stacks, and then these books or archival collections are delivered to our Reading Room for research use.

In order to access requested materials quickly, researchers should provide SCA staff members at the reference desk with the following information:

**For published materials with library catalog records:**

- Call number
- Author
- Title of volume
- Year of publication

**For archival materials with finding aids in Arizona Archives Online:**

- Call number (beginning with NAU.MS, NAU.PH, etc...)
- Collection name (e.g. Emery Kolb Collection, Jerry Emmett Papers)
- Series, box, and folder number(s)

If you are unsure how to find this information, where to begin with your research, or how to access materials, an SCA staff member will be happy to assist you.

Certain formats (e.g., born-digital material, audiovisual material such as films and sound recordings) may not be available for physical (on site) access due to playback limitations and/or preservation concerns. Please [contact the department](#) to learn more.

## Reading Room Guidelines

### Storing Personal Belongings

Coats, bags, backpacks, purses, laptop cases, briefcases, binders, and other personal belongings are not allowed in the Reading Room. Pens and markers are also prohibited. Please stow these items in the storage lockers next to the SCA desk. An SCA staff member will provide you with a locker key for the duration of your research appointment.

You may bring the following personal items into the Reading Room:

- Laptop & charger
- Digital camera or hand-held scanner (no external flashes)
- Cell phone
- Scratch paper
- Pencils

Please silence your cell phone, camera, and laptop while conducting research in the Reading Room. If you need to take a call, please step out of the Reading Room for the duration of your call.

## Food and Drink

In order to protect SCA's materials from damage, including accidental spills, staining, and pests, food and drink (including water and water bottles) are not permitted in the Miriam Lemont Reading Room. Researchers may store food and drink in SCA's lockers and consume it elsewhere in the Cline Library. There is a water fountain located in the hallway outside Room 236 and 237.

## Restrooms

Men and women's restrooms are located in Rooms 236 and 237 on the second floor of Cline Library, down the hall from Special Collections. An all-gender restroom is located on the first floor of Cline Library in Room 158.

## Proper Handling of Archival Materials

SCA staff will advise researchers on the proper handling of particular archival formats (e.g. photographs, documents, etc.) in the Miriam Lemont Reading Room. When in doubt, ask an archivist!

If you notice existing damage or accidentally cause damage to materials during your research, please inform an SCA staff member. SCA is here to ensure that materials are protected and preserved while also assisting you in your research activities.

In general, researchers should respect the following principles regarding handling archival formats:

- Handle all items with care. Archival materials are often very fragile and can be easily torn, ripped, smudged, or otherwise damaged.
- If consulting multiple boxes of material, place only one box on the table at a time.
- Remove only one folder/item from a box at a time. Mark its place; an archivist can provide you with a placeholder to assist in maintaining organization. Be sure to refile each folder/item in the same location and order in which you found it.
- All materials should be placed on the table. Do not place items in your lap or hold them up, as this may cause you to drop, bend, or otherwise damage materials.
- Do not place any items (e.g. laptops, other boxes, phones) on top of archival materials.
- Do not mark, take notes on, or trace on top of any item.
- Pens, markers, and Post-It or sticky notes may not be used in the Reading Room, as they can cause damage to rare and archival materials.
- Ask an archivist for help handling oversize materials, such as maps, architectural drawings, bound volumes and ledgers, fragile books, and other items.

- Respect other researchers by keeping your voice at a low level and silencing cell phones. Refrain from answering or placing phone calls while in the Reading Room.
- Use clean, dry hands to handle materials. There are men and women's bathrooms down the hall from the Miriam Lemont Reading Room and an all-gender restroom on the first floor of Cline Library for hand-washing (see: "Restrooms" above). An SCA staff member will provide you with nitrile gloves if they are necessary for the proper handling of archival materials.

To learn more, review the "[Handling archival material](#)" section of Dalhousie University's [Guide to Archival Research LibGuide](#).

## Reproduction & Digitization

SCA allows and provides resources for reproduction and digitization (physical or digital copies) of archival materials for scholarly purposes. The department and library adheres to the [United States Copyright and Fair Use laws](#) and empowers researchers to reproduce or digitize material within those guidelines. Researchers assume responsibility for determining whether U.S. copyright law protects any materials that they reproduce or digitize, and whether or not their use exceeds fair use.

Researchers may use their own digital cameras or cell phones to take photographs of archival materials, **without the use of a flash**. Flash photography and external flashes are prohibited in the Miriam Lemont Reading Room, as light from flashes can damage archival materials.

An e-copy scanner is available in the Reading Room for making copies of textual materials (e.g. letters, documents, etc.) for later reference. Researchers **may not** use the scanner to scan photographic materials, including prints, slides, and negatives, as the light from the scanner may damage these materials. Use a camera or cellphone to make copies of these materials.

When scanning or photographing material, researchers must ensure that they maintain its organization and do not misfile items, documents, or folders. Researchers are encouraged to take note of the box and folder number for specific items for future citation.

Please note that any copies of SCA's materials, including digital photographs or scans, created during your research cannot be used for publication without securing adequate permissions from SCA and Cline Library. For more information, please review [SCA's Image Use Policy](#).