

RESEARCHER INFORMATION GUIDE

Guidelines for USF Libraries - Tampa Special Collections

1. [Appointments are required](#), and should be made at least 2 to 3 business days in advance. Patrons may also find it useful to schedule a consultation in advance.
2. All patrons are required to [register via Aeon](#) prior to using materials.
3. Place material requests via Aeon or work with a staff member for assistance. You can request archival material directly from the [finding aid](#).
4. All materials must be consulted in the reading room. A staff member will retrieve all items; archival collections will be retrieved ten (10) boxes at a time. To ensure the security and integrity of all collections, Special Collections limits researchers to a single archival box and/or three published works at the workspace. Patrons are asked to remove and re-file a single folder at a time from the archival box. Additional materials may be left on a book truck or at the desk for easy access.
5. [Appointments are required](#), and should be made at least 2 to 3 business days in advance. Patrons may also find it useful to schedule a consultation in advance.
6. All personal belongings must be placed in a locker. Food, drink, and chewing gum are prohibited in the reading room.
7. Patrons may use pencil and paper, laptop computers, or mobile devices to take notes. Pens may not be used. Pencils and paper are available upon request.
8. Patrons are encouraged to wash their hands prior to using rare books and archival materials. Gloves will be provided for handling some photographic materials.
9. Please do not place any items (e.g. writing materials, laptops, note cards, arms, jewelry, archival boxes, etc.) on top of materials. Book supports and snakes are available upon request. Please maintain the original order of manuscript and archival materials and do not remove fasteners.
10. We offer a variety of options for providing reproductions of our materials. Patrons may take pictures with their personal cameras and cell phones, without flash. We also offer a self-service overhead scanner, which allows files to be emailed or saved to a patron's USB drive. Larger projects and high-resolution scans may be requested through our [Digitization service](#). We do not provide photocopies.
11. A staff member must approve all requests to photograph, scan, or otherwise reproduce materials. Staff reserves the right to refuse any digital reproduction request for copyright or preservation purposes. View our [copyright statement](#).
12. The citation for Special Collections materials is: [Item], [Collection Name], USF Libraries - Tampa Special Collections, University of South Florida, Tampa, FL.

Please direct questions about our guidelines to spcinfo@usf.edu.