



Special Collections Use Policy Utica College

Utica College Special Collections houses materials that, because of their uniqueness or condition, require special access, care and handling. Special Collections materials are available to interested researchers, subject to regulations outlined below.

Special Collections Room Use

The Special Collections room, located on the second floor of Utica College Library, houses two collections: the Jocelyn Romano Candido Rare Book Collection and the Harry F. Jackson Welsh Collection.

Use of the Special Collections room is granted by permission and prior arrangement of the Library Director. Those seeking use of the Special Collections room should submit a request to the Library Director at least 48 hours in advance of the desired appointment time.

Special Collections Materials Use

Use of Special Collections materials is granted by permission and prior arrangement of the Library Director. Those seeking use of Special Collections materials should submit a request to the Library Director at least 48 hours in advance of the desired appointment time.

Utica College librarians are responsible for retrieving materials from or opening Special Collections. Special Collections materials are available for use only when a librarian is on duty.

Researchers desiring use of Special Collections materials must furnish a current ID card or equivalent identification, which will be held at the Circulation Desk until the borrowed material(s) are returned. Special Collections materials are in-library use only.

Returned materials are checked by staff then promptly shelved by a librarian.

Special Collections Materials Care

Special care must be taken when using materials in Special Collections:

- Materials may not be marked
- Materials may not be forced open causing damage to the spine
- Gloves, provided by the library, may be required for handling certain materials
- Librarians may request use of a only a pencil when working with Special Collections materials

Photocopying

Due to the fragility of these materials, photocopying is permitted only for microform materials. Questions regarding photocopying of all other Special Collections materials may be directed to a librarian.