

## Special Collections Room Usage Policy

The Jacksonville Public Library's Special Collections Room is made up of material pertaining to the history and people of Jacksonville and Morgan County. Some historical and genealogical material related to Illinois and other Illinois counties is also available. Highlights of the Special Collections Room include:

- Jacksonville City Directories
- Jacksonville and Morgan County Histories
- Morgan County Atlas and Plat Books
- Local History Vertical Files

The mission of the Jacksonville Public Library in regard to its Special Collections Room is twofold – to provide public access to the materials in the collection while at the same time preserving for future generations the sometimes rare and fragile materials.

All Special Collections Room material is available for use in the library only and may not be checked out. Items may not be photocopied or scanned due to their fragile nature. However, these items may be photographed with a flashless camera.

The policy regarding patron access to the Special Collections Room is as follows:

- The Special Collections Room is not a browsing area.
- The Special Collections Room is a closed stacks area.
- Any books located in the Special Collections Room may be found using the library's on-line catalog. Local history vertical files may be located using a card index located in the Special Collections Room.
- Any hours that the library is open, the library staff will pull requested items from the room for patron use in the library – provided enough staff is available to leave the circulation desk.
- If a patron cannot find an item through either the library's catalog or the vertical file index, a staff member will assist in locating the information if it indeed exists.
- Up to three items may be taken from the Special Collections Room for patron usage, but must be used in the presence of a library staff member.
- Patron permission to enter the Special Collections Room with a staff member may be granted by library staff only if staff coverage is available and patron entry into the room is deemed necessary.
- Patron permission to enter the Special Collections Room without a staff member may be granted by the Library Director or in his or her absence, the Adult Services Librarian. Such permission must be secured prior to visiting the library

Approved by the Jacksonville Public Library Board of Trustees on November 14, 2016..