

**RARE BOOK ROOM AND SPECIAL COLLECTIONS USAGE POLICY**  
**DRAKE UNIVERSITY LAW LIBRARY**  
(Adopted March 2012)

**Purpose**

This policy covers the maintenance of and access to the rare and special collection items in the Drake Law Library collection.

**Rare Book Room**

The Drake University Law Library Rare Book Room (Room 283) is located on the second floor near the central staircase. It preserves, protects, and organizes those library materials which, because of their rarity, value, format, significance, or condition are housed in a secure, climate-controlled room.

Items located in the Rare Book Room are identified as such in the library catalog. Patrons may ask at the Information Desk for in-library use of Rare Book Room materials during [regular reference hours](#).

The Technical Services Librarian supervises the processing of materials to be housed in the Rare Book Room. This includes cataloging, repair, organization, holdings/location display in the online catalog, preparation of acid-free strips containing call number, barcode, accession numbers, or other identifying information.

**Special Collections**

The Drake University Law Library maintains three special collections in the library: Charles Wennerstrum Papers, National Bar Association Archives and the Neal Smith Archives.

**Access**

To protect and insure the continued accessibility of its holdings, the law library requires patrons to use all research material in accordance with the following policies.

1. In order to use materials from the Rare Book Room or Special Collections, users must show photo identification. The ID will be kept at the Information Desk while the user is working with the materials.
2. Users are encouraged, but not required, to contact the Library in advance of their visit to ascertain the availability of materials.
3. Materials need to be used in an area designated by the law library.
4. Patrons are responsible for all materials they use.
5. Only pencils are allowed while using materials from the Rare Book Room. No marks on materials may be added or erased. No tracings or rubbings may be made without specific permission.

6. Materials must remain on tables during use. Do not prop materials on the edge of a table. Arms and elbows should be kept off materials. No papers, books, or other objects may be laid on archival materials. Note taking must not be done on top of materials.
7. Patrons are asked to handle materials with clean hands, turn pages slowly and carefully, and touch only the margins, if possible. Library staff will provide gloves to be worn when handling photographs and other fragile materials.
8. The order and arrangement of manuscripts and unbound materials must be preserved. Apparent irregularities should be called to the attention of a librarian. Only one folder of manuscripts should be removed from the box or file cabinet at a time and should be returned before removing another folder.
9. The law library may limit the use of fragile or unusually valuable materials, but will try to provide suitable reproductions to researchers in lieu of the originals.
10. Tobacco, food, and beverages are not permitted in the Rare Book Room.
11. Users must consult with a librarian before taking photographs.
12. Scanning or photocopying Rare Book Room material is prohibited without the permission of a librarian.
13. Access to unprocessed materials may be limited. Requests to access unprocessed materials must be directed to a librarian.
14. To protect the integrity of the collection, the library reserves the right to examine bags, notebooks or other materials that a user had with them in the archive.
15. Materials from the Rare Book Room do not circulate. However, the library may, under special circumstances, lend or place on deposit with another repository part or all of a collection.
16. The library reserves the right to refuse access to any user who has violated the policies or procedures.