Rare Book & Special Collections Usage Procedures

General

- King Library materials shelved in the Rare Book Room or Special Collections shelves do **not** circulate
- If items are available in digital format, there may be a restriction on handling or photocopying if original(s) have been determined too fragile for examination
- Requests to examine materials should be made by completing the online form on our website: **fourarts.org** or call the King Library at 561-655-2766 for more information
- Research and personal interests in these materials are subject at all times to copyright advisories; additional information is available at the United States Copyright Office's website **copyright.gov**
- The King Library does not own copyright on most of our materials

At the Library

- Appointment times are restricted to two-hour segments to minimize material exposure
- Pre-scheduled researchers are required to store personal property in a staff office during the appointment times
- Multiple item requests may require separate appointments, only one item at a time may be examined
- All library staff instructions need to be followed (glove use, desk location, etc.)
- Only pencils and standard note-taking paper and muted cell phones are permitted while examining materials at a designated table in the second floor reading room
- All materials will be examined in the presence of a staff member

Scanning and Photography

- Image scans require that library staff operate the equipment, users should assist as follows:
  - Organize and identify all pages/images/digital images before requesting staff assistance
  - Scans may be sent via e-mail to the researcher or
  - Researcher may purchase a thumb drive from the library for $5 or supply their own thumb drive *(unopened and in the original package)*
- All images scanned or photographed (no flash) must be documented in the King Library Rare Book & Special Collections log (see a staff member)
- A $5 fee will be charged for the first 10 (ten) color images scanned (@.50); *each* additional image incurs a $2 charge