

**SPECIAL COLLECTIONS ROOM
USER INFORMATION
REESE LIBRARY-AUGUSTA STATE UNIVERSITY**

REGISTRATION

Welcome to Reese Library's Special Collections Room. Please register each time you use the room.

RESOURCES AVAILABLE

This room contains many of our local history, Georgiana, and genealogy books and periodicals. The Augusta Richmond County Historical Society's collection is also here.

WHO MAY USE THIS ROOM

Materials in the Special Collections Room are for the use of Augusta State University faculty, students and members of the Augusta Richmond County Historical Society. Serious adult researchers may also use the resources. Study areas for other use are available elsewhere in the building.

ACCESSING RESOURCES

Books and serials in Special Collections may be used whenever Special Collections is open. Access is through the library's catalog called GIL that may be searched by author, title, subject or keyword. There will be a location symbol "SC" or "RCH" when the book is in this room. GIL may be accessed using library computers, other campus computers, and from off campus using the Internet. The Special Collections staff will be glad to acquaint you with GIL.

MANUSCRIPTS

Manuscripts in Special Collections can be used Mondays through Fridays from 9:00 am to 4:30 pm. The index to the manuscript collection is available in the Special Collections room. The Manuscript room can only be entered by staff. **Do not follow the librarian into the Manuscript room.** Manuscripts are requested by the manuscript number and must be signed for in the manuscript log. When finished, the manuscripts must be returned to the Special Collections staff and the return time noted in the manuscript log by the staff

HANDLING MATERIALS

Materials in the Special Collections Room should remain in the room. Please treat all items with extreme care. Some materials are rare, and many are irreplaceable. Photocopying should be done only with the permission of Special Collections staff. When finished using books and serials in this room, please place them on the carts provided

COPYRIGHT CONSIDERATIONS

The library cannot be held accountable in any copyright or literary rights dispute; researchers are responsible for adhering to the copyright law. Proper acknowledgement should be given to Reese Library or Augusta Richmond County Historical Society for all materials incorporated into **publications or projects**. Permission to quote or publish must be approved in writing by the Special Collections Librarian.

SPECIAL COLLECTIONS AFTER HOURS USE POLICY

Special Collections hours are Monday - Friday 9:00 am – 4:30 pm.

If a patron is unable to come during these hours they may contact Special Collections in advance to request up to two books. Special Collections can make prior arrangements for the books to be made available for use in the Reference room for a specific day. **Please call no later than 4:00 PM to make an after hours request** . The Manuscript collection is only available during regular hours.

RESEARCH ASSISTANCE

We regret that we do not have sufficient staff to allow us to do genealogical/historical research for you. If you are in need of such aid, you may wish to employ a local researcher.

June 2005