GETTING STARTED WITH SPECIAL COLLECTIONS

Using Archives, Rare Books, & Manuscripts at Appalachian State University
We are located on the 4th floor of the Library in Special Collections

Please come in!
First step is to sign in!
Materials must be used in the reading room

You can access archives and rare books Monday – Friday, 10:00 a.m. to 4:00 p.m.

You can also email or call us with your questions
When you are ready to use materials, fill out a registration form

- Remember to bring a photo ID (i.e., Driver’s license, Appcard)
- Make sure to read the rules and procedures on the back of the form
- You only need to complete a form once/year
Fill out a call slip to request your material

- The call slip will provide us with the information needed to pull the items from the shelves.
- The desk assistant will show you how to fill out a call slip.
- Don’t forget to sign your call slip!
Then you will be given a locker

- Lockers are located on the left wall inside the entrance to Special Collections
- Put non-research materials in a locker, including coats and laptop cases
Wait at a reserved table...

while we retrieve your items
When using Archives and Manuscripts

- Keep everything in order in the box and within each folder
- Only take one folder out at a time and mark your spot with a green bookmark
- If you need something copied or scanned, sandwich it between green and red paper and fill out a duplication form, available at the desk
When using a Rare Book

- We will provide book wedges if the book needs extra support.
- We can give you snake weights to help keep pages open when reading.
- You can use a camera to take pictures. Ask for a duplication form at the desk.
When you are finished with your research for the day...

- Tell the desk assistant that you are done
- Get your items from the locker
- Return the locker key
- Sign out
- Materials can be kept “on hold” for one week if you are not finished
Have good researcher etiquette!

- Make an appointment in advance
- Handle items with care and **clean** hands! Many are unique to App State
- Feel free to ask for help!
We have all kinds of cool stuff so please come in and read for fun!

Pictured: *The Jungle Book* by Matthew Reinhart
Ask for ASU SPEC RARE BOOKS CHILDRENS LIT PZ7.R2768 Ju 2006
Email spcoll@appstate.edu

Call 828.262.4041

Visit on the Web
http://www.collections.library.appstate.edu/research/closed