GETTING STARTED WITH SPECIAL COLLECTIONS

Using Archives, Rare Books, & Manuscripts

in the Dougherty Reading Room
at Appalachian State University
We are located on the 4th floor of the Library inside Special Collections

Please come in!
First step is to sign in!
Then you can talk to the desk assistant about your project or materials you need to use

- Materials must be used in the reading room
- Dougherty Reading Room is open 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., Drivers license, Appcard)
- Make sure to read the rules of the Dougherty Reading Room on the back of the form
- You only need to complete a form once/year
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

- Anything other than a camera, notebook, pencil, and phone must be put in a locker (this includes coats and laptop cases!)
The desk assistant will then pull your requested items for you.
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 flag
- If you need something copied or scanned, flag it with a white strip and fill out a duplication form, available at the desk.
We can give you snake weights to help keep pages open when reading.

We will provide book wedges if the book needs extra support.

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!
Email  spcoll@appstate.edu

Call  828.262.7974

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