

GETTING STARTED WITH SPECIAL COLLECTIONS

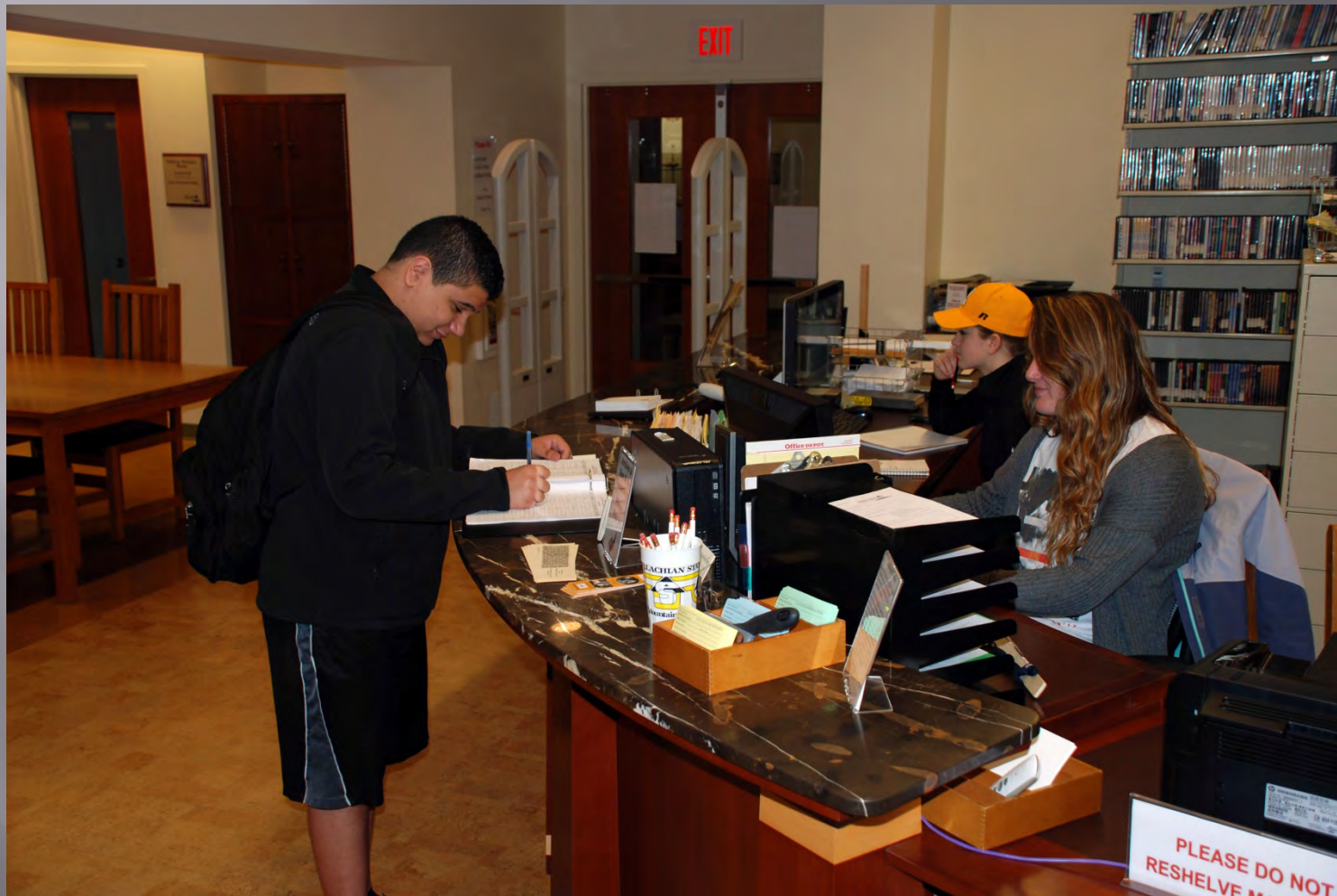
Using Archives, Rare Books, & Manuscripts
at Appalachian State University

We are located on the 4th floor of the Library in Special Collections



Please come in!

First step is to sign in!



Talk to the desk assistant about your project or materials you need to use



- ▣ 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

Special Collections • Appalachian State University
W.L. Lury Appalachian Collection
Rare Books and Manuscripts
Book Car Racing Collection
University Archives and Records

LIBRARY
APPALACHIAN STATE UNIVERSITY

Researcher Registration

Name: _____
Local/Campus Address: _____
Permanent Address: _____
Local/Campus Phone: _____
Permanent/Cell Phone: _____

Institutional Affiliation (if any): ☐ ASU ☐ Other _____

Position: ☐ Undergraduate Student
☐ Graduate Student
☐ Faculty
☐ ASU Administration/Staff
☐ Alumnus/Alumna
☐ Independent Researcher
☐ Other (specify) _____

Purpose of Research: ☐ Course paper
☐ Senior Thesis
☐ Master's Thesis
☐ Ph.D. Dissertation
☐ Publication/Presentation
☐ Genealogy/Family History
☐ Other _____

How did you learn about our collections? ☐ WNCLN Catalog ☐ World Wide Web ☐ Instructor
☐ Citation in published work ☐ Colleague ☐ Referral from other library ☐ Other _____

Optional Section
Research Topic (be specific): _____

Name of Course Instructor, Thesis, or Dissertation Adviser: _____
May we share your name with other researchers studying related topics? ☐ Yes ☐ No
Research performed on behalf of (if applicable): _____

I have read, understood, and by my signature below, agree to comply with the regulations of the Doughterty Reading Room and Special Collections. Located on the back of this form.

Signature: _____ Date: _____

STAFF USE ONLY:
Researcher ID Type: _____
By: _____
Approved By (signature): _____ Date: _____

Researcher Status: ☐ In Person
☐ Telephone Request
☐ Email Request

- ❑ 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

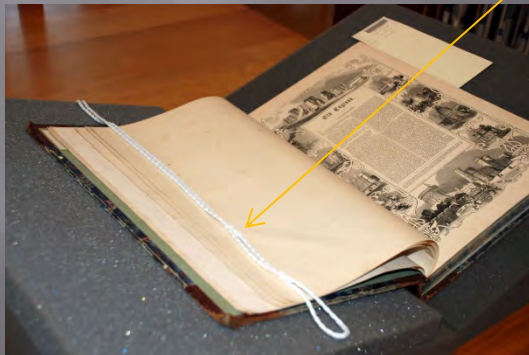


- ▣ Keep everything in order in the box and within each folder
- ▣ Only take one folder out at a time and mark your spot with a green bookmark
- ▣ If you need something copied or scanned, sandwich it between green and red paper and fill out a duplication form, available at the desk

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

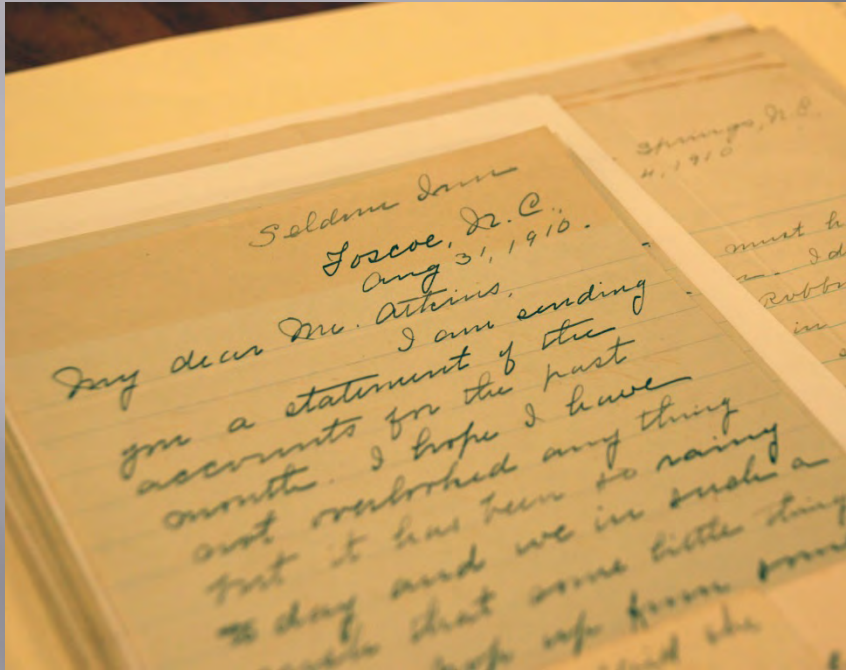


When you are finished with your research for the day...



- ▣ 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

Contact us!

Email spcoll@appstate.edu

Call 828.262.4041

Visit on the Web

[http://www.collections.library.appstate.edu/
research/closed](http://www.collections.library.appstate.edu/research/closed)