

# Special Collections

## Conditions of Use



The Special Collections area in the Mitchell Library Reading Room is a space reserved for the use of original material and rare printed items. This includes manuscripts, pictures, oral history, maps, rare printed items and realia. These collections are irreplaceable heritage material which is unique, significant, and often fragile.

The Conditions of Use ensure that our collection items are preserved appropriately and available for future generations.

You will need a [Special Collections Library card](#) to access this material.

Where appropriate, Library readers are expected to have consulted other relevant resources first, including published items (print and online), guides and indexes or surrogates (digitised, online, microform) prior to requesting the original material. If your research does then require access to the original item, please consult with Library staff.

### Requesting material

- Present your Special Collections Library card when requesting material.
- Due to space restrictions, the number of requests you can make will be negotiated.
- If the item you want is located in offsite storage, you may request it online in advance via the [Ask a Librarian](#) service or staff can assist you with an offsite request form. Material requested from offsite will be available after 4 pm the next working day. Deliveries from offsite are not available on weekends and public holidays.
- Most printed items can be requested electronically via the catalogue.
- If you need to request books or other materials to use in conjunction with special collections material, you must request this through Special Collections desk staff.
- If the catalogue indicates that material has special conditions of use or access restrictions, speak with staff or request online via the [Ask a Librarian](#) service.

### Issuing Special Collections material

Material is typically issued one box, folder or item at a time. Keep material in the same order and in the same folder as it is issued.

If you require more than one unpublished item at a time to enable comparisons, please consult with Library staff.

### Security of the collection

- Surveillance cameras are positioned throughout the Special Collections area to ensure the security of the Library's collections.
- Original material will be weighed in your presence before it is issued to you. The weight will be recorded. You must return the material to the Special Collections desk after use and wait while the material is weighed again and the weight compared. The Library will retain a record of any discrepancies.
- The following material will be weighed: all manuscript material, albums and boxes of pictorial material, boxed printed material, and selected items from the Rare Books collection.
- Staff may direct you to use a particular table, to change seats or to move material for collection security reasons.
- Material must not be removed from the Special Collections area.
- Material issued to you must not be used by another reader without consultation with staff at the Special Collections desk.

- Viewings of high security items are conducted as supervised viewings by Library staff and must be booked in advance.
- No other material may be used in the Special Collections area without the permission of Special Collection desk staff.

### **Care of Special Collections material**

- Food and drink are not permitted within the Special Collections area.
- Bags of any sort are not permitted within the Special Collections area (including handbags, camera bags, laptop bags etc).
- Correct handling requirements as specified in the guide *Techniques for Handling Special Collection Items for Clients and Staff* must be followed. Copies of this printed guide are available at the Special Collections desk.
- Clean, dry hands are required when handling items. Alcohol hand gel is available on the Special Collections desk. In some instances, you will be asked to use gloves or acid free paper to handle the collection for its protection. Gloves and acid free paper will be provided.
- Only pencils may be used in the Special Collections area. Ink, pens and highlighters are not permitted.
- Marking documents or taking notes on top of materials is not permitting.
- The use of post-it notes to mark pages is not allowed. Acid-free paper markers are available for use.
- Ensure that you do not touch the surface of special collection materials unnecessarily.
- If items are provided in plastic sleeves, they must not be removed from these protective sleeves.
- All documents must rest on the table when being examined. If staff supply book rests, cushions, or supports to safely support items while being viewed, you must use these when handling the material.
- If you need any help handling the material due to size, weight or fragility, please ask staff for assistance.

### **Copying material including use of cameras and phones**

- You are responsible for observing the provisions of the *Copyright Act 1968* (Cth) with respect to materials in copyright. The copying of in-copyright material is only permissible where it constitutes fair-dealing for the purposes of research or study, or where a rights owner has granted explicit permission.
- Permission to access material is not equivalent to permission to copy.
- Before you make or request copies of material, please speak to Library staff. Items may have copying restrictions in place that have been specified by the donor. Such restrictions will always be honoured by the Library. Staff may direct you to complete a 'Copying in Special Collections for the purpose of research and study' form.
- When using your own equipment:
  - Flash must be switched off on all devices.
  - Tripods may be used after checking with staff. Tripods must not be placed on or directly over an item.
  - A camera bridge and adjustable height table are available for use on request.
  - Hand-held scanners and flat-bed scanners are not permitted in the Special Collections area.
- Items from original materials collections cannot be used with photocopiers.