

## **Warren D. Allen Music Library Special Collections Rules and Regulations**

The Warren D. Allen Music Library's Special Collections is a valuable resource for the Florida State University community, and especially for the FSU College of Music. Included are items of local interest, signed items, fragile items, rare items, and "truly unique/rare/valuable" items. Valuable and unique autograph-manuscripts, first edition copies of major treatises, piano rolls, Braille music, and items from as early as 1584 are among the many items contained within.

The materials held in Special Collections are intended to be used. However, because of the nature of the materials, additional rules and regulations for use are necessary in order to preserve the collection for future users over the long term. This is especially true of materials which are particularly fragile, rare, or valuable. With that in mind, the following rules and regulations will apply to all library patrons desiring to use Special Collections.

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- Patrons are, naturally, reminded to handle the items with the utmost care.
- Materials in Special Collections are for in-library use only and circulate for two hours. Patrons may not remove items from the premises under any circumstances except, rarely, with authorization from the Head Librarian, or his designee.
- Certain materials may be used only under supervision. These may include materials from the Allen Forte Collection, manuscripts, or items which were created before 1800. In such cases patrons may use the item at the circulation desk, or may be allowed to use the break room table.
- A full-time staff member must retrieve and charge all items from the Special Collections room. In the event a full-time staff member is not present, Special Collections may not be accessed. Patrons are advised to plan ahead and make their request during standard business hours.
- Special Collections closes one half-hour before the library closes. All materials must be returned at that time.
- Food and drink are not permitted in the library. This is especially true for patrons using materials from Special Collections.
- Patrons may use pencils when taking notes. Pens are not permitted.
- Patrons must have clean, dry hands. In some cases, patrons may be asked to wear cotton gloves whilst handling the materials.

- Items may not be photocopied, photographed, scanned, or otherwise duplicated without express permission.

**Special regulations for patrons doing extended research:**

- Patrons wishing to do extensive research in Special Collections should make an appointment at least 2 business days in advance with the Head Librarian. This is so the library may prepare for the visit, and allocate staff hours appropriately.
- Special Collections will be available for extended use during the hours of 9-5, Monday-Friday.
- Patrons will be required to present a valid photo ID.
- Food and drink (including gum) of any kind are strictly prohibited from the Special Collections room, as well as from the break-room table when Special Collections is being used there.
- Only library staff may enter the Special Collections room. Exceptions may be made by the Head Librarian; in such cases the patron should be supervised by a staff member.
- Use of the material will be limited to the break-room table.
- Under normal circumstances, only 2 items at a time may be used.
- Library staff and security personnel reserve the right to search briefcases, book bags, satchels, and folders before a researcher leaves the premises.