

Policy Governing Use of the Karl P. Jones Collection

1. The Karl P. Jones collection will be housed in a locked bookcase located against the wall opposite the Reference Desk.
2. A list of the books in the collection will be kept on top of the bookcases.
3. Browsing of the collection is not allowed; patrons must fill out a request specifying a particular title.
4. Only one book may be requested at a time. If the reference librarian is busy serving other patrons, the librarian may deny, delay or curtail access at his/her discretion. Certain books may be seen only by appointment.
5. Patrons must present a driver's license or other photo identification along with a request slip to the Reference staff, who will unlock the case and retrieve the requested book. Reference staff will hold the ID while the patron views the material.
6. Due to the special nature of the collection, we cannot permit use by children under 12.
7. Patrons must sit at a table adjacent to the Reference desk while viewing the material.
8. Patrons may not bring any bags or binders with them to the table; only a pad and no. 2 pencil are allowed.
9. Patrons may not photocopy material from any of the books.
10. Patrons may be required to wear cotton gloves (provided by the Library) while viewing certain books in the collection.
11. The books will be inspected by the Reference staff prior to return of the patron's ID.

*Approved by the Library Board of Trustees
September 17, 1998
Amended October 15, 1998*