



Karl P. Jones Collection

Procedure

Please review the collection binder and select which item or items you wish to view.

Certain items may be seen only by appointment.

Visit the Reference Desk and fill out a request form specifying a particular item or items.

Up to three (3) items may be requested at a time.

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 item(s). Reference staff will hold the ID while the patron views the material.

Patrons must sit at a table adjacent to the Reference Desk while viewing the material.

Patrons may not have food or drink (including covered beverages) near the materials.

Patrons may not photocopy material from any of the items.

Patrons may be required to wear cotton gloves (provided by the Library) while viewing certain items in the collection.

The items will be inspected by the Reference staff prior to return of the patron's ID.

Due to the special nature of the collection, we cannot permit use by children under 12.

If the reference staff is busy serving other patrons, the librarian may deny, delay, or curtail access at their discretion.