

Welcome to Special Collections and University Archives!

Located under the main staircase on the second floor of Case Library and Geyer Center for Information Technology, Special Collections and University Archives operates in many ways like a library within a library. Here you can ask for and receive help with research and reference questions; locate and use library materials in a variety of formats; receive instruction on using our unique materials; and find a quiet environment with wireless connectivity in which to work with our materials.

Special Collections and University Archives is home to some of the most interesting and exciting primary research sources available through the libraries. The University Archives document the history of Colgate in text, images, and sound. Our Special Collections include materials ranging from four thousand year old clay tablets to papers documenting the founding of the International Atomic Energy Agency. Faculty and students from a number of disciplines have discovered critical primary sources for their research in Special Collections and University Archives.

Though our services mirror those of the larger Case Library, there are also a number of ways in which our department is different from most other libraries you've worked in in the past. Here are some things you will need to know to feel comfortable and capable down here in Special Collections and University Archives.

- First, **our hours are much more limited** than those of Case Library. During the academic year while classes are in session, we are open from 1-5pm, Monday through Friday. Starting the fourth week of classes, we are also open from 7-10pm on Monday and Tuesday evenings. During all breaks (including the summer and winter holidays), we are open by appointment only.
- Next, unlike other libraries, **you cannot check out any of our materials**. We retrieve materials for you, and you view them within our reading room. Though you cannot take the item home with you, you can use a camera, phone, or tablet to take a picture of relevant pages and passages, as long as you have the ability to turn off the flash.
- And finally, you will have to **register with us** during your first visit, and **sign in** during each subsequent visit. Registering only takes a few minutes, and your "Researcher Registration Form" will remain valid for one academic year. The first time you complete this form you will need to provide a valid form of photographic ID, such as your Gate card, drivers' license, or passport, so please come prepared!

[quiz]

### **[Rules and Regulations]**

So, you may be asking, why are you even letting me handle this stuff? Simply put, the material is here for you (and anyone else who might be interested) to use. Acquiring, arranging, describing, and preserving these items would be fairly pointless if we never let anyone see them. All we ask is that you take every step possible to ensure that you won't be the *last* person able to use the materials. And, that serves as the basis for most of the rules and regulations you'll be expected

to follow here in Special Collections.

[quiz]

Here are some of the key rules to remember:

- There is no eating or drinking in Special Collections.
- You may only use pencils or laptop computer while working with department materials. No pens are permitted.
- You may not bring your personal belongings into the reading room, but rather must leave them in front of our registration desk or in the lockers outside of our department. The only items permitted in the reading room are pencils, department-supplied notebook paper, your un-sleeved laptop or tablet, and/or a digital camera or other camera-capable device (e.g. a smartphone).
- Materials may not be handled in any way which might result in damage.
- You may only use one box or volume at a time to avoid misplaced or misfiled items.
- Books must be used on the table (not held in your lap), and must be properly supported by department-supplied book mounts.
- Certain materials, such as photographs, require that the user wear department-supplied gloves when handling them. For all other materials, we simply ask that your hands be clean and dry.

### **[Finding Materials]**

So, you've completed your paperwork and you've read through our rules. How do you actually find materials to work with? In some cases, your visit may be prompted by a class assignment for which your professor, in conjunction with one of our archivists or librarians, has selected items they would like you to work with. If this is the case, please let the staff member or student at our front desk know which class you are from, and they will point you to the appropriate materials.

If you are visiting for an independent project or for a class project for which materials have not already been selected, then you will need to rely on a combination of your own searching and conversations with our archivists and librarians to find materials relevant to your topic. In many cases, you may even want to have a chat with our staff prior to finalizing your topic to get a better idea of the types of research our materials can support. While many of our print items are cataloged in the Libraries' online catalog, we have many other materials that are NOT cataloged or findable on your own. Similarly, while we are constantly creating and providing access to new online finding aids [<http://exlibris.colgate.edu/speccoll/findaids.html>] on our department's website, these guides describe just a small fraction of the collections housed in the University Archives. Just because you can't find reference to something doesn't mean it doesn't exist, so ask questions of us at every visit!

### **[Conclusion]**

Once again, thank you for taking the time to learn a little bit more about Special Collections and

University Archives. Please feel free to call, email, or stop by during our open hours to learn more about how we can help you with your research!