



south carolina STATE LIBRARY

Collections Handling Guidelines for Patrons & Visitors

For rare, fragile, oversized, and special items of the SCSL Collections.

Items from the Rare Books and Salley Collections require an appointment for viewing. Scan the QR Code for an appointment or contact the library at 803-734-8026 or reference@statelibrary.sc.gov for assistance in making an appointment.



Viewing Policies

- If not already digitized online, scans may be requested for further research needs. The preservation librarian will determine if the item's condition is suitable for digitization.
- Non-flash photography is allowed for books with no copyright restrictions.
- For questions regarding copyright in regards to reproductions, please speak with one of the librarians or consult the following:
 - <https://www.copyright.gov/title17/>
 - <https://www.copyright.gov/>
 - <https://ogc.harvard.edu/pages/copyright-and-fair-use>
 - <https://fairuse.stanford.edu/overview/fair-use/>
 - <https://guides.library.cornell.edu/copyright/publicdomain>

Workspace Guidelines

- Hands should be clean and dry. Please avoid the use of lotions or hand sanitizers and avoid touching your face in order to not transfer oils to items.
- Please remove any bulky or long items such as lanyards, scarves, watches, keys, etc. to avoid items dragging across collections items.
- No food, drink, or gum is permitted in the viewing area. Bottled water with a secure lid may be kept on the floor.
- Please keep the table clear of non-essential items. Bags may be kept under the workspace or on an adjacent table.
- Laptops and notepads are allowed on the table. Please take care to not set anything on top of collections items.
- Pencils are the only writing material allowed in the viewing area.

Handling

- All requested items will be placed at the workstation for patrons.
- Gloves will be provided when handling photographs.
- Additional handling guidelines may be provided during the appointment depending on the condition or size of an item.
- All items should be kept securely on the worktable. Please avoid:
 - Holding items in lap.
 - Letting items hang off the edge of the table.
 - Leaning on items.
 - Placing anything on items.
 - Stacking opened books.
 - Holding books up during use.
- Book cradles and snake weights will be provided to reduce strain on book spines.
- Handle all items gently, turn pages slowly, and use both hands when viewing oversized items.
- The preservation librarian will be present for any assistance needed or questions.

Acknowledgment

I acknowledge that I have read the Collections Handling Guidelines and understand all rules and guidelines.

Name (Printed): _____

Signature: _____ Date: _____