

PHYSICAL COLLECTIONS

REFER TO WHEN:

A researcher wants to access physical materials from Special Collections or the University Archives

PURPOSE:

Outline the steps in:

1. assisting researchers to identify the required materials
2. obtaining the required materials

OUTLINE:

To obtain physical materials (anything that is not digitized, such as a book or manuscript collection) researcher must first complete and submit a call slip. The slip not only identifies required the materials but creates an electronic record of all requests; this record aids in the compilation of usage statistics and, more importantly, improves security by providing a record of checked out materials.

1. When a researcher needs to use physical materials, such as a book, manuscript box, or oral history, identify call from library catalog (if a book) or Special Collections webpage (if SC or UA document)
2. Obtain the requested materials. Refer to the [LCC Classification](#) guide for help in locating books. Researchers are only permitted to use **one manuscript box** or **one oral history folder** at a time, and issued materials must be returned before further materials are issued
3. Prior to handing oral history folders to researchers, quickly check that the appropriate number of CDs, tapes, and/or DVDs is included. Recheck contents when the folder is returned by the researcher.
4. Refer requests for negatives to a member of staff
5. Refer requests to copy materials to a member of staff