

Joyner Library Procedure Manual

300.10.35

Subject: Circulation Procedure: Manuscript and Rare Book Collections

Title: Manuscript and Rare Book Collections

Operational Procedure - Date Adopted

by the Library Services Faculty: December 1, 1988

Administrative Procedure - Date

Issued by Administration:

Date Revised: November 4, 2021

The East Carolina Manuscript Collection, the Hoover Collection on International Communism, the James H. and Virginia Schlobin Literature of the Fantastic Collection, and other Rare Book Collections are located within the Special Collections Department.

Materials in these collections must be used in the departmental research room under supervision by a Special Collections employee. Lending to other institutions may take place on a case-by-case basis and is the responsibility of the department head or Assistant Director of Special Collections.

Copies can be made in-person by patrons and staff using the research room scanner for reasonable quantities of items that are free from restrictions and will not be damaged by copying.