

LSU Law Library Archival and Rare Book Collections Policies

In order to better protect the valuable, rare, and delicate items in the archival and rare book collections, and in order to better understand who is using them and in what ways, the library has adopted the following policies governing the use of and access to these collections.

Access

For reasons of security and preservation, physical access to the archives and rare book rooms is limited to the Archivist and, in the absence of the Archivist, the Assistant Director for Technical Services. Any request for materials by students, faculty, the general public, or library staff will be directed to the Archivist or, in the absence of the Archivist, the Assistant Director for Technical Services. Materials returned to the library should be directed to these positions for re-shelving. At no time are non-library personnel allowed in the archives or rare book room without prior approval.

Circulation

	Students & General Public	Law Center Faculty & Staff	Library Staff
Archival Documents & Photographs	Do not circulate. Use in reading room only. Requires appointment.	Do not circulate. Use in reading room only. Requires appointment.	Do not circulate. Use in reading room only.
“Archives” Books	Do not circulate. Use in reading room only.	Circulates.	Circulates.
Rare Books	Do not circulate. Use in reading room only. Requires appointment.	Circulates (with guidelines and flexible due date).	Circulates (with guidelines).

Use

The archives reading room (at the bottom of the stairs leading to the archives) has a table and chairs available for all patrons and staff to use while conducting research with archival and rare book materials. All patrons using this space will be given a copy of the Archives Reading Room Rules. Students and members of the general public will be asked to fill out a registration form prior to use.

Faculty and staff checking out rare books will be given guidelines on how to care for the materials and be consulted about an appropriate due date. If the items have not been returned by the due date, the borrower will be contacted regarding any needed extensions.