

PALMER COLLEGE OF CHIROPRACTIC
DIVISION OF ACADEMIC AFFAIRS
DAVID D. PALMER HEALTH SCIENCES LIBRARY
DEPARTMENT OF SPECIAL SERVICES

Title: Rules Governing the Use of the Special Collections
Policy Number: SS-03

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Date Revised: 05/06/2009

The purpose of the Palmer College Special Collections is two-fold:

- First, to preserve varied collections of historical material related to chiropractic either purchased by the College or donated by individuals and organizations;
- Second, to process these materials to make available for scholarship and research.

The following rules govern the use of the Special Collections material.

Restrictions on Use

- Use of the Special Collections is open to all. If extensive use is anticipated, a user fee will be assessed. All material must be used in the Special Collections Reading room, and all regular rules of the Special Collections Reading Room must be observed.
- Each patron must register with Special Services.
- Each researcher must complete a "Researcher Application" form for an extended research project in order to establish his/her identity, and to assist the Special Services staff in locating potentially useful sources. (Data from this form may be used for statistical and research topic summaries).
- All materials are housed in closed stacks. A Special Services staff member will perform a reference interview, retrieve the desired material, and bring the material to the patron.
- The researcher is responsible for returning all material to a staff member;
- Special Collections material may neither leave Special Services nor may the material be transferred to another researcher.

Care of Material

- Only pencils and paper are to be used with the material. Pens and other accessories must be left in the designated storage area.
- All materials must be handled with care. Marks may neither be added nor erased. Loose sheets and volume pages should be handled by their edges. All photographs will be handled with gloves.
- Materials are not to be either leaned on, written on, folded, or handled in any way likely to damage them.
- Material is to be maintained in the order in which they are received by the researcher. If any material is discovered out of order, please notify a staff member. Do not rearrange papers.

Reproduction for Research Use

- The Palmer College Special Collections will consider requests for limited reproductions of material when such duplication can be done without injury to the material and when duplication does not violate donor agreements or copyright restrictions. Permission to reproduce does not constitute permission to publish.
- Reproduction request forms must be completed and submitted to the staff member on duty. Requests for duplicating certain materials may require approval by the college Special Collections Librarian.

Permission to Publish

- Permission to publish from either unpublished manuscripts or published works under copyright must first be obtained from the holder of the copyright. It is the researcher's responsibility to secure permission.
- For original manuscripts, permission from the College through Special Services as owner of the originals must be obtained.