Special Collections and Archives

READING ROOM AND REFERENCE DUTY POLICY AND PROCEDURES MANUAL

May 2017
Table of Contents

I. Introduction 2
II. Opening and Closing the Department 2
III. Working with Researchers at the Reference Desk 2
   A. Rules and Policies for Researchers 2
      • Basic Regulations
      • Monitoring Use of Materials
      • Other Considerations
   B. Orienting Researchers and Retrieving Materials 4
      • Registration Forms
      • Aids to Research in the Reading Room
      • Retrievals and Special Instructions by Format
   C. Duplication Request Forms 7
   D. After Research 8
IV. Reading Room Tips and Reminders 9
V. Record Keeping 10
VI. Hours, Reception, and Public Spaces on LS8 11
   A. Hours and Saturday Researchers
   B. Eighth Floor Visitors and Reception Duties
   C. Colloquium Room, Gallery, and Rest Rooms

Appendices
   A. Opening and Closing checklists 13
   B. Duplication Policy and Procedures 15
   C. Petty Cash Procedures 17
   D. Camera Use Policy 18
   E. Payment Procedures 19
   F. Space Usage Policy 20
   G. Financial Recordkeeping 21
I. Introduction

This manual serves as guidance for all faculty and staff who work in the Reading Room or with onsite researchers. It covers Reading Room procedures, handling of archival materials, duplication requests, and responsibilities associated with the public areas of the 8th floor.

The Reading Room policies and procedures help to ensure the protection of the archival materials being used in the Reading Room as well as to provide equal access to open records. The reading room staff members will enforce what must not be brought into the Reading Room, what must remain in the lockers, and how records will be handled.

II. Opening and Closing the Department

During the work day, doors are open, lights on, and equipment powered. At the end of the day, the department must be secured and free of potential hazards (from waste or pests, fire, etc.). It is the responsibility of all departmental employees to know and follow all opening and closing procedures to help the department run efficiently and effectively and to ensure that proper safety and security measures are maintained. See Appendix A for detailed lists of the opening and closing tasks.

III. Working with Researchers at the Reference Desk

Reference staff members oversee the Reading Room. It is their responsibility to ensure the safety and security of archival materials and to assist patrons in identifying and refining their research topics, accessing the finding aids, and working with the collections. When appropriate, reference staff may contact the curatorial archivists for advanced assistance. The reference staff member must also respond to (or distribute) e-mail, telephone, and mail reference requests.

III.A Rules and Policies for Researchers

These are the basic regulations that any researcher working with Special Collections material in the reading room must follow. Most are for the safety and preservation of the materials in the collection, but some intend to maintain a secure area that is conducive to research work.
These rules should be enforced uniformly.

- Any researcher is allowed to access the material in Special Collections, but he or she must show a valid photo identification such as a driver’s license, passport, school, work, or military ID, and fill out a registration form.
- The reading room is for persons using Special Collections material only, not for study or other work. Refer to the library’s Space Usage Policy for Special Collections (Appendix F).
- No food, drink, gum chewing, or smoking. Open drinks should be left in the gallery or discarded.
- Researchers must write in pencil; no pens permitted.
- Researchers may not take or make telephone calls in the reading room.
- Personal items such as purses, book bags, briefcases, etc., must be placed in a locker (or behind the reading room desk). Jackets, coats, umbrellas, etc., should be placed on or below the coat hooks.
- No handheld scanners are permitted. Researchers are permitted to use laptops, smart phones (for cameras or web access), or personal cameras at their research table. The volume should be silenced on all electronic devices.
- Researchers may not remove any archival materials from the Reading Room.
- During the week prior to final examinations and the exam period, library access is limited. Non-GSU, USG, and ARCHE researchers must plan visits in advance, and Special Collections staff must obtain a security letter from the Library Administration Office to allow them access to the building. (See Library Access Policy.)
- Saturday hours are by appointment only and must be made by 4 P.M. on Thursday.
- Never leave the reading room unattended. Student assistants should never be left alone in the reading room to proctor researchers.

Monitoring Use of Materials

In signing the registration form, researchers agree to abide by the following rules. No exceptions permitted:

- Researchers may only receive one box or book at a time.
- Researchers may use only one folder at a time out of a box. (If two researchers are working together at a table, they should only consult a single folder from a single box at a time.)
- Researchers should place and use collection material on top of the table, not on the floor or a chair, or on their lap.
• A folder of archives or manuscripts must be laid flat on the table with the contents always within it. Pages should be turned like a book and kept in their original order.
• Researchers may not write or mark on, or otherwise damage any of the material. Researchers may not place personal papers or objects on top of or beneath archival materials. top

Other important considerations in working with researchers:
• Keep all researchers in sight at all times. If possible, seat them so they face you.
• Gloves must be worn whenever handling any photos or artifacts. Know when these materials have been requested and always provide gloves to the researcher. Use your discretion in requesting them to use gloves for other items.
• Licking fingers to turn pages is not permitted.
• If a preservation question arises, contact the archivist for that collection, or the department head or assistant head.
• If a researcher fails to comply with instructions or otherwise causes a disturbance, inform the department head or assistant head.
• The reading room is well configured for three researchers and can accommodate up to six. If the room is becoming crowded (for example, because students in a class were assigned Special Collections research and their projects are due), consult colleagues to see if researchers can be proctored elsewhere in the department. top

III.B Orienting Researchers and Retrieving Materials

Registration Forms
Researcher registration forms are kept on file in the Reading Room for the duration of the fiscal year, so always ask arriving researchers if they have been here before. Give them a summary of what to expect if they have not. Ask a new researcher to read the regulations on the form, fill it out, and sign it. (If two people are working together, both should complete forms.)

Ask to see the researcher’s identification and fill in the ID number on the form. (If they have already entered it, verify the number and make sure it is legible. Briefly note the kind of ID if it is not a GSU Panther Card.) Note that researchers using the Johnny Mercer Papers and Stetson Kennedy Papers must read, sign, and abide by a second, supplemental release form.

Instruct researchers on how to request materials (collection identification, box number) and reinforce the regulations about pencils, personal belongings, and note taking. Ask if they
anticipate taking photographs of documents or requesting duplication service (see III.C below).

The registration form should stay at the front desk while a researcher uses materials. The researcher must come to the desk, list items as they request them, and date the registration form. If archival boxes are used, the collection title should be written in full the first time. A recognizable abbreviation or acronym may be used for subsequent boxes in that collection. Ditto marks are not permitted. Make sure to initial on the line next to each request as the reading room supervisor; this is important for record-keeping.

**Aids to Research in the Reading Room**

- The reading room has a single computer workstation for researchers. For researchers who do not have laptop computers, that machine must be available for viewing finding aids and objects in the Digital Collections including oral histories. It is not a public machine for other research or email.
- If a researcher wants to take handwritten notes, they must do so on a pad provided by us, not in their own notebook. The tablets have color paper and provide added security. Researchers should not be permitted to have their own notebooks or loose paper at their research station. (If they want a few sheets with them for reference, that is permissible – but tell them that you will need to inspect them before they leave, and do so.)
- Make sure a supply of sharpened pencils is always available for researcher use. New ones are in a desk drawer and the sharpener is next to the researcher computer.
- GSU affiliates can connect to library Wi-Fi on their devices. Any staff member can provide temporary Wi-Fi access for visitors on IIT’s [Guest Wireless page](#), either in the reading room or ahead of time. If all else fails, an Ethernet cord is in the bottom left drawer of the Reading Room desk.

**Retrievals and Special Instructions by Format**

Fill out an out card with the information for a student assistant to retrieve the requested material, and verify that the student knows where to find it. (When you hand the card over, make sure everything but the current request is crossed out.) If the researcher is taking photographs, make sure they understand the procedures, completely fill out the duplication form, and give them the paper credit strip for photographs. (See [Appendix D](#).)

**Archives and manuscripts**

- Look up the online finding aid for any collection request, and verify that the material is onsite and that access is not restricted. If the researcher requests material stored
off-site (Dahlberg Hall), let them know there is a 24-hour turnaround period. (Under most circumstances the material can be retrieved sooner, but avoid promising that until you know doing so is possible.) If there are restrictions, consult the archivist for the collection, or the department head or assistant head.

- Orient the researcher by reviewing the regulations about one folder being out of the box at a time and its contents being kept in order. Give the researcher another out card to mark the location in the box of the folder they are consulting.
- If a fastener (paperclip, staple, etc.) limits a researcher’s access to a document, carefully remove it. The researcher should not do so.
- Researchers should feel free to let reference staff know about condition problems, personal information in collections, or if they believe material is out of order. Be ready to engage them if they bring something to your attention, and pay attention to their work so you are aware of an issue arising.

**Books**

- If a researcher hands you a written call number, look it up in the online catalog to verify the number and location. There are multiple locations for cataloged books and serials in Special Collections – be able to recognize them and know where a book is shelved so you can direct a student assistant. Refer to the guide at the desk.
- If a dissertation, thesis, or cataloged book is being requested, verify that there is no general collection copy available (most theses and dissertations are in both locations). If a general stacks copy is available, advise the researcher that they can check it out. The Special Collections copy will need to be read in the Reading Room.
- When appropriate, researchers should be cautioned to be gentle with the books, turning pages carefully and not cracking spines.
- Books that would be damaged if opened fully must be placed on foam book cradles. Book cradles are on the shelves next to the reference desk. Leaded string weights are available to hold book pages.
- Should a researcher request them, rulers, a magnifying glass, and an ultraviolet light used for certain bibliographic evaluations are in the reading room desk.
- Treasure and rare books on hold for researchers, and those being used for classes, should be stored in the locked cabinet under the scanner. The key is in the cashbox in the desk.

**Photographic materials**

- Gloves are in a box behind the desk and must be used for all photographs (even sleeved ones). When the researcher is done, put used gloves in the white bin behind the desk.
• Lightboxes can be moved to the researcher tables for viewing negatives.
• For negatives in the Lane Brothers or Tracy O’Neal Collections, only one envelope should be removed from a box at a time. The envelopes are numbered consecutively and must stay in order. However, the order of the negatives in an envelope does not matter. All may be removed and viewed at the same time.
• For most other collections, items may or may not be individually sleeved or numbered. Order should always be maintained.

Sound and Audiovisual recordings
• The reading room contains playback equipment for phonograph records, audio CDs, and audio cassettes. A-V formats that can be played back are U-Matic, VHS, Betacam, Betamax, and DVD. All are viewed with the same monitor, so be familiar with operating the A-V switcher.
• Headphones are available and must be utilized when using the sound and audio-visual equipment in the reading room.

Collections Information Available in the Reading Room
• Oral history transcripts for Music, Labor, Social Change, and Women and Gender Collections are located in the wooden file cabinet.
• The “GSU History” box and University and Labor Biography files contain printed reference materials which serve some researcher needs.
• The “green sheets” in binders contain information about some Music and University Archives photographs that are not available online. top

III.C Duplication Request Forms
A single form is used for all duplication, both for paid requests (receiving a photocopy, file, or burned disc) and for digital photos made by researchers. Always make that sure the front is filled out completely, the form dated, and the copyright statement signed.

• Researchers taking images of collections for educational or personal use may use a smart phone or handheld camera. They will need the small “Property of Georgia State University Library” slip. They must fill out the duplication form, so we have record of their photos and their signed statements regarding copyright. For researcher-taken photos, we provide a printed slip stating that the original is the property of Georgia State University. The copyright slip must be visible in the frame of the photo.

Consult the Camera Use Policy (Appendix D) to understand what is permissible when taking photographs in the Reading Room.
If the researcher wants us to make photocopies or scans, give them a duplication form and some Copy Slips. As they select items for copying, they should list them on the form (which will be used for recordkeeping and totaling what they owe). Materials should be flagged for copying without having the items in question removed from the folder or their order altered. The slips are made on long paper so that the researcher can fold the end around exactly what is being requested, minimizing possible confusion for the person making copies. The printed end of the slip should be visible, perpendicular to the material in the folder. When the researcher is done with the box, clip another slip on the outside so it is clear that copying will have to be done from that box. (Negatives to be scanned should be grouped within the folded slip inside the envelope; their order can be changed within the envelope.)

Most paper-based items can be photocopied, but the reference staff member is responsible for verifying that condition, donor agreement, and potential legal restrictions permit duplication. If you are unsure, ask the archivist responsible for the material.

A researcher should not photograph more of a printed work than fair use allows. If you are concerned about either the condition or use of a book being copied, consult the responsible archivist, department head, or assistant head.

Cassettes, VHS, U-Matic, reel-to-reel tapes, compact discs, and other media can also be duplicated for researchers, provided doing so does not violate copyright laws. A/V duplication usually takes 48 hours except reel-to-reel duplication which may take about 5 days.

For copies of existing digital files (e.g., photos that have been scanned and are now in Digital Collections), the same duplication form is used, but slips are unnecessary.

Payment should be received before any scanning or photocopying request moves forward. The fee schedule for duplication is posted and should be followed. Total up transactions and complete the form carefully. See Appendix E for payment procedures.

### III.D After Research

At approximately 5:45 P.M. remind any researchers of the Reading Room’s imminent closing.

- When a researcher is finished with a box, it goes on the “return” shelves. Large or non-standard boxes can be put on a cart or elsewhere with a “return” slip clipped to them.
- When a researcher anticipates returning to use material again, fill out a pink “hold” slip and put material on the “hold” shelf. Generally, if researchers do not expect to be back...
in the next week, the box should be reshelved (if not from off-site storage) and retrieved again upon their return.

If any electronic equipment was used, verify that it is turned off, and return light box, book cradles, or other supplies to storage.

IV. Reading Room Tips and Reminders

- Be welcoming: greet visitors and verify that they have a purpose for their visit. Make positive contact; look up when new researchers enter the Department.
- Be courteous: For excellent customer service training see this document (Zingerman’s Training).
- Stay alert: be aware of what is happening in the reading room and the gallery. Don’t let visitors wander into back areas unescorted. Be security minded.
- Researchers come first: paying attention to the researchers takes priority over other work. Look up frequently from any other work you are doing; everything comes second to watching the room and helping the researchers.
- If the phone rings when you are speaking with a researcher, excuse yourself and take the call.
- Walk around the room; let the researchers know that you are available and that you are aware of what they are doing.
- Be helpful: show that you care about the researcher’s work and about helping them use our material. Resentment is a big factor in theft, destruction, and carelessness with archival materials
- Be firm: keep bags and coats out of the room, boxes on the table, out cards in the boxes, only one folder out of the box at a time, gloves in use for photo research, etc.
- Know the rules: be very familiar with what is and is not allowed and who to ask about exceptions.
- Know your backup: know how to call the archivists, other staff, or campus police at 3-3333 if necessary. If it is an emergency call 911.
- Run a tight ship: keep the noise to a minimum and the room orderly. This informs researchers that we are in control, respects their study environment, and helps us realize quickly if something is wrong or out of place.
- Be pro-active: if something looks or feels wrong, trust your instinct and check into it. Ask a researcher to move their papers away from a folder. If material is designated as rare or valuable, move the researcher to a front table. Set a tone right away: we care about these materials and we will help you use them responsibly.
• Keep it neat! Please keep the common areas of the reading room neat and orderly. Take your work with you when your shift is done. Do not leave things on the desk. Shelving is for researcher requests, not staff projects.
• Use Your Discretion. If there is an event in the gallery or other commotion, then close the door to the Reading Room. Reopen the door when appropriate.

V. Record Keeping
Reference staff members are responsible for two different kinds of recordkeeping.

Registration and duplication forms are records of patron interaction with the collections and have legal and financial ramifications.
• When the researcher is through for the day, file the registration form in the appropriate folder on the desk. (Either returning or not.)
• Then or the next day, staff should enter the researcher’s usage information in the tracking spreadsheet. Check each line as it is added to the electronic document. Forms for researchers who expect to return stay in the file; those for researchers whose work is complete are added to the annual file in the drawer.
• Duplication forms that do not lead to a payment (free copies or scans, researcher camera use) are filed in the accordion file in the drawer of the desk.
• Duplication forms that do lead to a payment should be completed fully and filed in the reading room. A spreadsheet on the shared drive tracks department income and should be updated whenever there is a transaction. See Appendix G.

Reference statistics are maintained to create an accurate record of our work.
• Library reference transactions are recorded in an online system available either from the intranet or a desktop link. They are logged on the 1-4 READ Scale of effort.
• Use the “long” form for reference transactions, and be sure to enter your campus ID so you create a record of your activity.
• Generally, you will enter one reference interaction per researcher. (So, if you orient them, talk about their research, show them how to use a finding aid, and help them select a box, the READ number will be high; if they walk in knowing what they want and you just have to register them and recall a box, it will be lower. There are no rules for the scale, but try to be consistent.)
• However, each item given to a researcher (after the first) should be entered as another transaction of lowest effort (i.e., observing them use that material). So you might register a researcher, discuss their topic and instruct them, and give them a box; then
another box; then another. You would enter three transactions (for instance, 3 – 1 – 1).

VI. Hours, Reception, and Public Spaces on LS8

VI.A Hours and Saturday Researchers

The reading room is open 9 A.M. to 6 P.M., Monday through Friday. Non-GSU affiliates are requested to leave the library at 5:15 under current policy, but our researchers may stay until 6.

Saturday hours are 12:00 noon to 6 P.M., by appointment only. Appointments must be made by 4 P.M. on Thursday. Staff cover these shifts on a volunteer basis.

- Obtain the name, e-mail address, and number of the researcher along with a list of which materials they plan to use. Make sure the researcher understands that only the requested material will be available on Saturday.

- Query department personnel and make arrangements for a staff or faculty member to assist the researcher. Provide them with the researcher’s contact information and work with them to see that all requested materials are in the Reading Room by close of business on Friday.

VI.B Eighth Floor Visitors and Reception Duties

Bear in mind that the staff member on reference duty is both the de facto receptionist for the 8th floor and the primary security monitor. Always assist any visitor to the area courteously, including those who do not have business with Special Collections.

- Understand the operation of the reading room telephone and be ready to transfer calls and assist with leaving messages. If the phone rings while you are talking to a patron, excuse yourself to answer it.

- When on reference duty with a researcher in the reading room, always prioritize monitoring that person. Visitors to Special Collections are expected to approach the reading room desk, but offer assistance even to those who do not. Call back to the offices to announce visitors to the department.

- Be aware of any people in the Gallery area, and if you are busy with a researcher, call back to the offices if any assistance is needed in the Colloquium Room and Gallery spaces.

- Only library employees are permitted access to the back office and stacks without an escort. GSU Facilities and other non-library staff should be announced and someone
from the office area should accompany them and ensure they have necessary access to
do their work.

- Desk staff may sign for deliveries. For the arrival of certain bulky shipments or
equipment, call back to the offices for someone to assist with escorting or directing the
delivery.

VI.C Colloquium Room, Gallery, and Rest Rooms

- Frequently, non-library events are held in the Colloquium Room. If a visitor approached
the reading room desk about such an event, assist to the best of your abilities. The
Assistant to the Dean of Libraries is usually the contact person for events held in the
Colloquium Room. If preparations or an event is disrupting a researcher’s work, close
the door to the reading room. The control for the Colloquium Room projector is stored
at the reading room desk. Extra cords, speakers, and other equipment that might be of
use to guests is located in the chest in the Colloquium Room.

- The Gallery area has exhibits that are on view whenever the department is open, as well
as a waiting/meeting area. It is not a study area, and students using it as one should be
directed elsewhere (the entire 5th floor is a designated quiet study area), as should
anyone eating or socializing in the Gallery. Refer to the library’s Space Usage Policy for
Special Collections (Appendix F).

- Most of the time, the rest rooms on the floor are locked. The keys hang at the desk and
are available to any researchers or visitors. If an event or class is occurring and access to
the rest rooms would be convenient for guests, the doors should be unlocked.
Appendix A.

Opening and Closing Checklists

The following procedures will be used daily in opening the Department:

1. Stacks
   - Unlock the door; do not prop open.
   - Turn on all lights.
   - Check fax machine, distribute faxes if needed.

2. Faculty Offices
   - Unlock both doors to hall.
   - Turn on all lights.

3. Kitchen
   - Unlock doors.
   - Turn on all lights.

4. Colloquium Room
   - Unlock doors.
   - Turn on lights.
   - Straighten the room if it is notably disordered.

5. Gallery
   - Turn on lights to exhibit cases. Switches are to the right of the entrance to the
     Reading Room. Press all the top buttons and move all slide switches to the top
     position.

6. Reading Room
   - Prop open doors.
   - Turn on all lights.
   - Turn on both computers.
   - Check carts for returns, photocopy requests, and anything pending.

The following procedures will be used daily in closing the Department:

1. Reading Room
   - Log out of all three computers.
   - Check to make sure scanner, AV, and other equipment is off.
   - File researcher forms.
   - Turn off lights.
2. Gallery
   • Turn off exhibit lights.
   • Make sure doors are securely closed.

3. Colloquium Room
   • Turn off lights.
   • Lock doors.

4. Kitchen
   • If food has been left out, cover it and place in refrigerator if needed.*
   • Unplug appliances, e.g. coffee maker.
   • Turn off lights.
   • Lock both doors.

5. Stacks / Processing Room
   • Make sure computers have been logged off.
   • Make sure dry mount press, tacking iron, and any other pieces of non-office equipment are unplugged.*
   • Check fax machine and distribute faxes to in boxes if needed.
   • Turn off all lights.
   • Confirm that the back door near the elevators is locked.
   • Lock the door to the hallway.

6. Hallways
   • Check that all doors to stairwells are closed.
   • Check that the back door to the stacks is locked.
   • Check that the restrooms are locked.

* The person who left food out, was dry mounting, etc., should have been responsible for these steps. Do not hesitate to remind the department about such responsibilities or talk to your supervisor about them if others are habitually leaving this work.
Appendix B.

Georgia State University
Special Collections and Archives

DUPLICATION POLICY & PROCEDURES

POLICY

Researchers may take photographs of collection materials for study purposes only, and as allowed by the library, based on the physical condition of the materials, copyright law, donor restrictions, and reading room rules (see separate camera use policy). Scanners and other personal duplication/reproduction equipment is not allowed in the reading room without prior permission. All photocopying is done by Special Collections and Archives staff.

Special Collections and Archives will not reproduce entire manuscript or archival collections or extensive sections of collections.

Reproduction of audio or visual tapes will be done on a case-by-case basis. This determination will be based on preservation issues, donor restrictions or copyright restrictions imposed upon the item.

Items so fragile that they would be damaged in the process of duplicating them will not be reproduced. Materials will not be reproduced if the procedure will in any way injure the material, for example: bound newspapers, tightly bound volumes, early manuscripts, or rare books. The decision to prohibit reproduction will be made by the staff member at the reference desk; this decision is final.

Certain materials cannot be copied because of restrictions placed upon the item by the donor or agency of origin. In every case, copyright law (Title 17 of the U.S. Code) and the doctrine of educational fair use (Section 107 of H.R. 2223) applies.

Copies of materials housed in Special Collections and Archives are to be used solely for scholarly research. The department reserves the right to request the return of photocopies. Copyright is not conveyed with the copies. The researcher must not quote from, publish, reproduce, or display any material in the copy, in whole or in part, without written permission from the copyright holder and from Special Collections and Archives. Transfer of copies to another library or repository is prohibited, except with written permission of the head of Special Collections.
PROCEDURES

All services must be pre-paid. Payment may be made in cash, by check, or by credit card (online).

Photocopies:

Requests for photocopies should be made of the staff member at the reference desk. Every attempt will be made to complete photocopy requests in a timely manner. Orders will not be completed on a while-you-wait basis. The normal turnaround time is 24 hours. Exceptions are granted for requests of 7 pages or less. Large orders may take several days to process. The cost is 25 cents per page. Photocopies can be picked up or mailed; if mailed there is a shipping and handling fee.

The procedure for photocopy reproduction is as follows:

1. Please be sure reference archivist is aware of what needs to be copied.
2. Complete a Copy Slip (the long ones).
3. Enter the same information onto the Duplication Request Form (one entry per slip).
4. Do not remove original material from folders and keep all pages in their original order.
5. Fold the completed copy slip around the page or contiguous pages that are to be copied, perpendicularly so the written part of the slip sticks up above the folder. This will indicate to the photocopy technician what needs to be done. For bound volumes (if it is permissible for the volume(s) to be copied) write the pages you would like copied on the Photocopy Request Form.

Please contact the Head of Special Collections with any questions concerning this policy and procedures.
Appendix C.

Georgia State University
Special Collections and Archives
Petty Cash Procedures

1) Maximum amount: $50.00
2) Check petty cash box at least once per week
3) If deposit should be made, do the following:
   A) Separate bills into respective denominations
   B) Separate change into respective denominations
   C) Remove checks from petty cash box
   D) Deposit sheet is located on J-drive (J:\Administrative\READING ROOM\ Petty Cash Count Sheet _ Change Fund Blank.pdf)
   E) Print copy of deposit Sheet
   F) Save deposit sheet and move to desk top file titled Cash Box
   G) Put bills, checks and change in a small brown envelope located in the Cash box drawer.
   H) Put deposit sheet and small envelope containing money and checks in an Interoffice envelope.
   I) Take to 2nd floor and give to Tracey Raines in the Admin/Business office. It must be given to her personally, not left at her desk (call ahead to arrange a deposit).
Appendix D.

UNIVERSITY LIBRARY
CAMERA USE POLICY

Researchers may take photographs of collection materials for study purposes only, and as allowed by the library, based on the physical condition of the materials, copyright law, donor restrictions, and reading room rules. Researchers may use their personal camera or the camera provided in the reading room.

I agree to the following conditions:

Repository procedures

- I will obtain permission from archival staff before taking any photographs.
- I will complete and sign the Duplication Request Form.
- I will provide a list on the Duplication Request Form of all items photographed.
- I will include in each photograph a strip provided by the archives stating “Property of Special Collections and Archives, Georgia State University Library.”
- It is my responsibility to document accurate citations for all items photographed.
- I will limit number of photographs to a reasonable amount. I will not photograph an entire book, manuscript box or collection nor substantial portions of them.
- If needed, I will request photocopies or high resolution scans from the archives for a fee.
- Portable scanners are not allowed.

Materials handling rules

- I will not bend, press down, or otherwise manipulate or rearrange materials.
- I will keep materials flat on the table or in the stand/cradle provided.
- I will ask archives staff for assistance with fastened items.
- I will not remove items from their folders, plastic sleeves, or mats.
- I will turn off the flash and will not use special lights.
- I understand that the archives reserves the right to deny permission to photograph collection materials at its discretion.

Copyright

- I will use the photographs for my private study, scholarship and research only.
- I will not publish the photographs in print, post them on the Internet, nor exhibit them.
- I will not donate, sell, or provide the photographs to another repository.
- Publication (whether in an article, book, film, website, etc.) requires the permission of the copyright holder.
- It is my responsibility to obtain permission prior to publication.

top
Appendix E.

Payment procedures

Researchers may pay U.S. funds only by credit card online, check, cash, or money order. We do not accept PantherCards.

Always make sure the Duplication Request Form is filled out completely (including signature) and always total up the charges on the reverse, following our posted fee schedule. Initial the form on the back left.

For cash or check payments:

- Request as small a bill as possible. Generally, do not accept a bill in a denomination higher than $20 unless absolutely necessary.
- Checks should be made out to Georgia State University and the check number recorded on the receipt.
- Fill out a receipt from the book in the drawer to the left of the desk. Offer the researcher the original receipt (leaving the carbon in the book). If they don’t take it, staple it to the Duplication Request Form; if they do, note the receipt number on the form.
- File the form in the folder on top of the desk.

For credit card payments:

- Researchers can make credit card payments through the online TouchNet system. It is linked from the department’s “Duplication Services” webpage.
- Credit card payments do not require a written receipt. If you are working with a patron in the reading room, they can print a TouchNet receipt for you.
- Note on the front of the form that a TouchNet payment was made and include the transaction number, if you have it.
- File the form in the folder on top of the desk.

For transactions with no charge:

- Make sure you note a total of “$0” due on the reverse. Initial it as the staff member on duty.
- File the form in the accordion file in the drawer to the left (where the receipt book is).
Appendix F.

Special Collections & Archives Space Usage Policy

Reading Room
The purpose of the Special Collections and Archives Reading Room is to provide a secure space in which library users can work with the materials housed in the department. Any library user is welcome to work with the materials, but only those doing so are permitted in the Reading Room. Because these materials do not circulate and are subject to special care and handling, Special Collections and Archives users must complete and comply with a patron registration form which details policies and procedures for use of the materials. The Reading Room is open for research Monday through Friday 9:00am-6:00pm.

Gallery
The Gallery space on the 8th floor of Library South contains exhibits which are on view during Special Collections and Archives’ public service hours, Monday through Friday 8:30am-6:00pm. This space is for the use of visitors to and guests of Special Collections and Archives and its staff and is not a study or gathering area.

Colloquium Room
For information on use of the Colloquium Room, please refer to the Colloquium Room Reservation Guidelines.
Appendix G.

Financial Recordkeeping

Annually, duplication income is put toward photo restoration; we can spend it during the fiscal year we received it. These procedures insure that we have an accurate accounting of funds available for that purpose, and that the information is available to the Library’s Business Services staff and recorded in accordance with their procedures.

All income should be entered on the spreadsheet (currently on the S drive) called (Year) Photo Preservation Revenue and Costs. Similar information should be recorded on the paperwork generated by the transaction, so that the paper files back up the spreadsheet data.

Note: AJC payments do not use the duplication form; print relevant email messages to file and note the information on them.

The whole spreadsheet has columns that cover all kinds of transactions; you won’t use all the columns when recording information.

<table>
<thead>
<tr>
<th>DATE TAKEN TO LAO</th>
<th>DATE TO CASH BOX</th>
<th>DATE OF CASH PAYMENT</th>
<th>DATE OF PAYMENT &amp; CHECK #</th>
<th>RECEIPT #</th>
<th>TOUCHNET TRACKING ID NUMBER</th>
<th>TOUCHNET PAYMENT DATE</th>
<th>CUSTOMER NAME &amp; ORGANIZATION</th>
<th>COLLECTION</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

Credit card payments (online, via TouchNet, which generates a system tracking id)

Enter on the spreadsheet:

<table>
<thead>
<tr>
<th>TOUCHNET TRACKING ID NUMBER</th>
<th>TOUCHNET PAYMENT DATE</th>
<th>CUSTOMER NAME &amp; ORGANIZATION</th>
<th>COLLECTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>nnnnn</td>
<td>mm/dd/yyyy</td>
<td>Name on the form; if a different name was on the card, note it</td>
<td>e.g. Lane or Popular Music</td>
<td>$ xx.xx</td>
</tr>
</tbody>
</table>

Write on the top of both pages of the duplication form (or printed email [AJC]):

FYyy
$xx.xx
#nnnnnn
Mm/dd/yyyy
(+cardholder name if different from the name on the form)
Check payments
Enter on the spreadsheet:

<table>
<thead>
<tr>
<th>DATE TAKEN TO LAO</th>
<th>DATE TO CASH BOX</th>
<th>DATE OF PAYMENT &amp; CHECK #</th>
<th>RECEIPT #</th>
<th>CUSTOMER NAME &amp; ORGANIZATION</th>
<th>COLLECTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm/dd/yyyy (i.e. delivered to Business Services office)</td>
<td>mm/dd/yyyy (if relevant)</td>
<td>mm/dd/yyyy</td>
<td>If patron received a receipt from the book in reading room</td>
<td>Name on the form; if a different name was on the check, note it</td>
<td>e.g. Lane or Popular Music</td>
<td>$ xx.xx</td>
</tr>
</tbody>
</table>

Write on the top of both pages of the duplication form (or printed email [AJC]):

FYyy
$xx.xx
check #nnnn (indicate printed name if different from the name on the form)
dated Mm/dd/yyyy
receipt #nnnn (if relevant)

Cash payments
Enter on the spreadsheet:

<table>
<thead>
<tr>
<th>DATE TAKEN TO LAO</th>
<th>DATE TO CASH BOX</th>
<th>RECEIPT #</th>
<th>CUSTOMER NAME &amp; ORGANIZATION</th>
<th>COLLECTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm/dd/yyyy (i.e. delivered to Business Services office)</td>
<td>mm/dd/yyyy (if relevant)</td>
<td></td>
<td>If patron received a receipt from the book in reading room</td>
<td>Name on the form</td>
<td>e.g. Lane or Popular Music</td>
</tr>
</tbody>
</table>

Write on the top of both pages of the duplication form (or printed email [AJC]):

FYyy
$xx.xx
cash
Mm/dd/yyyy
receipt #nnnn (if relevant)