

JONES LIBRARY

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Special Collections Policies

Purpose of the Department

Special Collections is designed to be both a scholarly research center and a popular reading and exhibit space for the general public. Under the vision and leadership of our first director Charles Green, The Jones Library has been collecting local history and genealogy materials since the 1920s. With a focus on the history and literary heritage of Amherst and the surrounding Pioneer Valley, our collections include local history and genealogy resources, rare books, manuscripts, organizational records, photographs, and maps. We also maintain the Library's Fine Arts Collection.

Everyone is welcome and encouraged to view our exhibits and use our collections. Due to variable hours of operation, we advise making an appointment, especially if traveling from a distance. Advance notice also enables us to have materials readied for your use or viewing. Special viewings, class visits, and tours can be arranged with advance notice. For those individuals who are unable to visit us in person, we provide remote research assistance and welcome inquiries by phone, email, and letter.

General Departmental Guidelines

Because of the unique nature of the materials housed in this department, Special Collections maintains its own set of policies, as outlined below.

- Library staff must be present at all times when the public is in Special Collections. In the event that a Library staff member cannot be present, Special Collections will close and patrons will be asked to leave the department. We will make every effort to minimize the occurrence of unexpected closures.
- Food, including candy and gum, is **not** permitted in Special Collections. Beverages are **not** permitted in the Reading Room, Exhibit Room, or collection storage areas.
- To help maintain a quiet atmosphere conducive to research, cell phones should be switched off or set to silent mode; calls may be taken in the hallway outside Special Collections.
- Patrons are not allowed in collection storage areas unless special permission is granted by the Head of Special Collections and only if accompanied by a Library staff member.

Use of the Exhibit Room

The Special Collections Exhibit Room maintains permanent Emily Dickinson and Robert Frost exhibits and also includes rotating exhibits highlighting other aspects of our collections. Both individuals and groups are invited to view the exhibits. Advance notice for tour groups and class visits is requested. Photography is allowed, provided no flash is used. Audiovisual equipment in the Exhibit Room is available in order to view Special Collections materials only.

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Use of the Reading Room

The Special Collections Reading Room is intended to facilitate the use of the department's collections. All of these materials are non-circulating and must remain within the department. Special permission from the Head of Special Collections is required to remove items from Special Collections. With the exception of microfilm, materials must be used at the tables provided. The Reading Room can accommodate up to eight researchers at one time for this purpose. There are also two microfilm reader stations and two public computers available for use.

- Researchers are required to register upon entering the Reading Room. All patrons, including those with appointments, must sign in at each visit.
- All materials must be handled with care. Materials may not be written on, leaned on, refolded, or rearranged. The existing order and arrangement of unbound materials must be preserved. Special Collections staff will advise as to when gloves should be worn when handling materials, such as un-sleeved photographs. Clean cotton gloves will be provided.
- Patrons are responsible for all materials delivered to them and should notify the staff of any discrepancies or problems. All materials must be returned to a staff member prior to leaving Special Collections. Patrons who wish to place materials on hold for a return visit are asked to notify Library staff before leaving for the day.
- In order to preserve our collections, patrons must use only pencils for note-taking. Pencils are available for borrowing. Please do not use ink or pens of any kind when using our materials.
- Use of personal laptop computers or tablets is permitted.
- Photographs for research purposes are generally allowed as long as no flash is used. Please check with Library staff first to ensure the materials can be photographed.
- Scanners and other electronic reproduction equipment are **not** allowed in Special Collections without the permission of the Head of Special Collections.

Photocopies and Digital Reproductions

We strive to provide free access to the materials under our care; however, Special Collections does assess fees for photocopies in accordance with the fee structure maintained by the rest of the Library. See the Duplication and Usage Fee Schedule for more information. We do not charge for digital reproductions (scans) or assess usage fees for publishing images from our collections. Special Collections provides photocopies and digital reproductions in reasonable amounts for personal use under the following conditions:

- All items are photocopied or scanned by Library staff or other trained personnel only. Staff may decline to make duplicates based on the condition of the materials. In general, bound manuscripts, books over 100 years old, and fragile or damaged items cannot be duplicated.
- Copies and scans are prepared solely for the use of the researcher and may not be reproduced, published, broadcast, or placed in other repositories without the prior permission of the Head of Special Collections.

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- Except for brief excerpts, Special Collections cannot duplicate copyrighted material without the written permission of the copyright owner. Researchers assume sole responsibility for any infringement of copyright.
- Materials may not be published without written permission. See below for more information.

Publication Requests

Although we do not charge fees for use of our material, we ask researchers to notify Special Collections prior to publication of any material held in our collections. Please complete a “Request for Permission to Publish” form before using materials from our collections to ensure accuracy of citations and credit lines. In some cases, donor restrictions prohibit the publication or quotation of materials. An approval of permission to publish does not imply that all copyright demands have been met. The Jones Library assumes no responsibility for infringement of copyright held by others: full responsibility for infringement is assumed by the individual requesting permission to publish.

Requesting Permission to Publish

1. Complete two copies of the Request for Permission to Publish form, including your name and contact information, a complete listing of the material to be published, and the title, place, expected date of publication, and the nature of publication (including print run when appropriate).
2. Sign and date both copies of the form and submit BOTH to the Head of Special Collections. Forms may be mailed to: Cynthia Harbeson, Head of Special Collections, The Jones Library, Inc., 43 Amity St., Amherst, MA 01002. Once approved, a copy will be returned to you for your records.
3. Permission to publish is granted for one-time, non-exclusive, world-wide rights, solely for the project specified in the agreement and in the medium indicated. Permission is granted for the life of the project.

Citation of Material

The preferred form for acknowledging The Jones Library is: “Courtesy of The Jones Library, Inc., Amherst, Massachusetts.”

Citations should take the following form:

[Item information]. [Collection name], Special Collections, The Jones Library, Inc., Amherst, Massachusetts.

Copyright Compliance

The Jones Library makes reasonable attempts to clarify copyright status of materials under its care. For most collections, the Library **does not** claim the copyright of every individual item. Except for brief excerpts, material under copyright cannot be duplicated without the written permission of the copyright owner. Responsibility for identifying claimants of common law or statutory copyright or literary property rights, other than those held by The Jones Library, is assumed by users wishing to publish the material.

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