

SPECIAL COLLECTIONS ACCESS POLICY

Effective Date: December 14, 2009 **Originating Office:** Library Administration

Supersedes / Amends Policy dated: April 22, 2002 **Policy Number:** LA-4

SCOPE

This policy applies to the access of material from the Library's Special Collection.

DEFINITIONS

Categories of Users:

Concordia University Community (Primary Users)

The Concordia University community includes all students, faculty and administrative and support staff of the University, whether permanently affiliated or on a temporary assignment, who hold a valid Concordia ID card.

Extramural Users (Secondary Users)

Extramural Users are alumni and persons from outside the Concordia University community who wish to borrow items from the Concordia University Library collection in accordance with *Extramural Users Loan Policy No. LA-2*.

Other Users

Persons outside the Concordia University community who are not Extramural Users may use the services upon the approval of the Head, Vanier Library, or the Head, Government Information Services. Access to Special Collections by "Other Users" is generally welcomed in recognition of the fact that many items in Special Collections are not readily available at other libraries. These persons must present valid personal identification whenever they are using these services in person, and must also agree to abide by Concordia University Library policies.

POLICY

Categories of Materials

1. Materials reside in Special Collections due to rarity, fragility, artistic value, cultural

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significance, monetary value, unusual format, or other special conditions. Presently this includes materials such as rare books and periodicals, manuscripts, and antique maps, as well as Concordia University Theses and MBA Research Papers.

2. All Special Collections materials are presently housed at the Vanier Library, with the exception of the Concordia University Theses and MBA Research Papers which are housed at the Webster Library.

SERVICES

3. Special Collections provides the following public services:
 - viewing of individual materials in the collection on request, as described below.
 - duplication (copying) of materials in the collection, as described below.
4. Due to the special nature of materials in Special Collections, some usual library services are not available:
 - public access to the collection stacks is not permitted.
 - materials are for *In Library Use* only.

VIEWING

5. Materials in Special Collections are available for viewing during posted service hours of the Reference/Interlibrary Loans Office, Vanier Library; Concordia Theses and MBA Research Papers are available for viewing during posted service hours of Government Information Services, Webster Library. Access at other times may be arranged through appointment.
6. Materials may be viewed only in the areas designated for Special Collections viewing, and only under the supervision of Library staff. Users are required to surrender the necessary identification while viewing materials. Materials must be returned to Library staff in the same condition as received.
7. Materials in Special Collections are not available for:
 - regular loan
 - Reserves loan, or inclusion in the Reserves Collection
 - Interlibrary Loans, except by permission of the Head, Vanier Library, or the Head, Government Information Services
 - inclusion in the Reference Collection
 - requests, holds, or inter-campus delivery

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8. However, in the case where materials may be photocopied (as described below), photocopies will be made available for Reserves and Interlibrary Loans.
9. Some additional restrictions may apply which limit access:
 - the Head, Vanier Library reserves the right to limit access due to the fragility of the material.
 - library staff may limit the number of items being viewed at any one time according to available study space; normally only one physical volume or file will be made available at one time.
 - items on display are made available for individual viewing only with the permission of the Head, Vanier Library.
 - access restrictions may apply according to contracts governing specific materials or collections in Special Collections.
 - access restrictions may apply for the protection of privacy.

DUPLICATION

10. Material can be photocopied or otherwise duplicated only with the permission of the Head, Vanier Library. In the case of Concordia Theses and MBA Research Papers, permission must be granted by the Head, Government Information Services. Fragile material and material on display is not available for photocopying or other duplication.
11. Photocopying may be done only on designated copiers under the supervision of library staff. For some materials, photocopying may be permitted only if carried out by library staff. Photocopying and other duplication must be carried out in accordance with the Copyright Act. Users are responsible for securing copyright for themselves as necessary.
12. Charges for photocopying are:
 - photocopying by user: standard library rate, by debit card
 - photocopying by staff: \$4.00 for first 30 pages, plus \$0.30 per page for additional pages over 30
13. For duplication by any other means, arrangements must be made with the Head, Vanier Library, or with the Head, Government Information Services, who will determine the charges and the time of copying.

DAMAGED MATERIAL

14. Library users who damage items are charged at the cost of restoration.

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QUESTIONS, COMMENTS OR COMPLAINTS

15. Questions, comments, or complaints about this policy or its application should be addressed to the Library Administration:

by email:

libadmin@alcor.concordia.ca

or by mail to:

Library Administration
Concordia University, Webster Library
1455 de Maisonneuve Blvd. West
Montréal, Québec
H3G 1M8