



LIBRARY

SPECIAL COLLECTIONS – ACCESS AND REPRODUCTION POLICY

Effective Date: June 1, 2019 **Originating Office:** Library Administration

Supersedes /Amends Policy Dated: December 14, 2009 **Policy Number:** LA-4

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SCOPE

This policy governs access to and reproductions of all materials in Concordia University Library's Special Collections regardless of format or document type.

USERS

Concordia University Library's Special Collections supports the research needs of all users regardless of their affiliation. Members of the Concordia community (students, faculty, staff) as well as the general public are invited to consult the collection.

POLICY

Categories of Materials

1. Concordia University Library's Special Collections is home to vibrant primary and secondary source materials that support the University's academic programs, inspire intellectual discovery, and encourage knowledge creation. It houses and provides access to an array of rare books, periodicals, archival materials, maps, photographs, and other items that require special handling and preservation due to their rarity, fragility, unusual format, uniqueness, artistic value, and cultural significance.

Services

2. Special Collections provides the following public services:
 - Consultation of collection material upon request
 - Copying and reproduction of collection material



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Consultations

3. Material is available for on-site consultation in the Special Collections Reading Room (VL 121) under the supervision of Special Collections staff during posted service hours.
4. Appointments to consult materials are not required but are encouraged to ensure (1) that there is space available in the Reading Room, (2) that users have adequate time available to conduct their research, and (3) that the materials are available. If the Reading Room is full or if the requested material cannot immediately be provided, users will be asked to schedule an appointment to return and consult materials of interest at a later time.
5. Material does not circulate and cannot be consulted outside the Special Collections Reading Room.
6. Materials in Special Collections are not available for:
 - Regular loan
 - Course Reserves
 - Interlibrary Loans
 - Requests, holds, or inter-campus delivery
7. Public access to Special Collections storage areas is not permitted.
8. Upon arrival, users are requested to register by providing their name, contact information, and signature. Personal information gathered will only be used for direct communication, security purposes and for statistical analysis.



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9. Special Collections staff may limit the number of items being viewed at any one time according to available study space. Normally, up to six physical volumes or boxes will be made available during a single visit. Only one volume or box can be consulted at a time.
10. Material must be handled carefully and consultation guidelines must be respected. Materials must be returned to Special Collections staff in the same condition and order as received.
11. While the majority of material in Special Collections' custody are open for research without restrictions, in some cases sensitive and confidential materials may be restricted through agreement between the Library and donors. Some materials may also be restricted for the protection of privacy.
12. Special Collections staff reserves the right to limit access to fragile and at-risk material for the purpose of preservation. In certain cases, facsimiles will be provided.
13. Audio and video items that have not been digitized are restricted for preservation purposes.
14. Material on loan to cultural institutions (museums, libraries, and archives), material on display, and material undergoing conservation treatment are not available for consultation.
15. Archival materials are only made available for consultation after being processed and described.

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Reproduction

16. Special Collections materials are fragile and can be damaged through excessive exposure to light from photocopiers or scanners. Researchers are urged to request reproductions only if absolutely necessary.

17. Personal photography, for **research and scholarly purposes**, is permitted in the Reading Room on approval by Special Collections staff, depending on a number of factors including fragility of the material. Personal photography must be done within the limitations of the Copyright Act and in accordance to Concordia University's *Policy on Copyright Compliance* no. SG-2.
 - Requests to take photographs of collection material must be approved in advance by Special Collections staff. Approval is dependent on the condition of the item, copyright law, donor agreements, and other restrictions.

 - Users are required to sign an Image Use Agreement if taking personal photographs.

 - Special Collections staff reserves the right to limit how many personal photographs are taken. Requests to photograph substantial parts of individual works or collections, including entire collections, will be denied.

 - Cameras, including handhelds, cell phones, and tablets, are permitted for use with the flash disabled. Additional equipment, such as lighting and tripods, is not permitted.

 - Users must take care to protect the material at all times. Books and other items must be set-up prior to photography with the assistance of Special Collections staff.

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- Personal photography is not allowed when the images are intended for publication, in print or on the Web, exhibition, or for use on film. Images intended for these purposes must be ordered through Special Collections staff.
 - Photographs of the Reading Room, other researchers, or Special Collections staff are not allowed without express permission.
18. All other copying, including reproductions for the purpose of publication, is done by Special Collections staff within the limitations of the Copyright Act and in accordance to Concordia University's *Policy on Copyright Compliance* no. SG-2. Users are required to sign an Image Use Agreement before obtaining reproductions.
 19. Special Collections staff reserves the right to limit the number of copies. Normally, up to 30 personal photographs, photocopies, and low resolution scans (PDFs) can be taken or provided per visit, with a 30-day limit of 100 reproductions. Higher resolution scans (JPEG and TIFF; 300 dpi and above) are limited to 15 per visit, with a 30-day limit of 30 reproductions. All requests for reproductions may take up to 5 business days to process.
 20. Researchers are responsible for securing copyright clearance. Permission to reproduce the item does not free users from obtaining permission from copyright owners if the material is not in the public domain.
 21. It is the responsibility of each user to keep complete and accurate citations for all items. Requests for permission to quote or subsequent orders for reproductions cannot be processed without this information.
 22. Materials subject to restrictions on reproduction, determined either by the Library, the donor, or by copyright law, may not be reproduced by Library staff or personal photography.



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23. Photocopies or scans will be provided for free for scholarly and non-commercial purposes within copying limits. For audiovisual use, film production, commercial publications, and other commercial purposes, reproduction and use fees will be charged. A price list is available.
24. Fragile material, materials on loan to cultural institutions, and material on display are not available for reproduction.
25. If a user wishes to publish Special Collections material and has obtained necessary permissions, the user is asked to credit Concordia University Library, Special Collections.
26. Questions concerning reproductions should be directed to Special Collections staff.

Damaged Material

27. Library users who damage items are charged for the cost of restoration.

Questions, Comments or Complaints

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

by email: lib-admin@concordia.ca

or by mail to: Library Administration
Concordia University, Webster Library
1455 de Maisonneuve Blvd. West, LB 331
Montréal (Québec) H3G 1M8