

Use of the Rare Book Room

1. Use of the Rare Book Room for scholarly research utilizing archival or rare book collections is by appointment only, Monday – Friday, 9:00 am - 4:00 pm, excluding holidays. For an appointment, please contact Kristine Sjostedt at kristine.sjostedt@umassmed.edu at least 24 hours before desired visit.
2. Users must present a valid ID and register upon arrival to the Rare Book Room.
3. Bags, backpacks, coats, and personal belongings are not allowed at the reading table and will be stored in a separate area of the Rare Book Room.
4. All collection materials must remain in the Rare Book Room.
5. Only pencil and paper or laptop computer may be used for taking notes. When note-taking, please place paper directly on the table, not on archival materials or a book.
6. Care must be taken in handling all archival material and rare books.
7. The original order of all archival material must be maintained.
8. Please request and use a book support for rare books.
9. Never place an open book face down; please use only approved book marks.
10. Be careful when opening books and turning pages; always lift the top corner of the page.
11. No food or drink should be present when using archival materials or rare books.
12. No photocopies may be made except, where appropriate, by the Library staff.