**Planning on conducting research at Special Collections? Here is what you need to know (more information at [http://library.wustl.edu/spec/access/](http://library.wustl.edu/spec/access/)):**

**HOURS:**
Open Monday – Friday, 9:00 am – 5:00 pm. (except University holidays*)

*Hours at West Campus by appointment only*

Special Collections is open to students, staff, faculty, and alumni of Washington University, as well as community members and outside researchers.

**What to do**

- Complete a **Patron Information form** (once an academic year).
  - You can return this by email, or completed on your first visit.
- Complete a **Paging Request Form** to indicate the materials you want to use.
  - You can return this by email, or fill it out in person
  - As a general guideline you can request **up to 6 boxes or books** for each day you plan to visit. Please contact the staff if you have extenuating circumstances regarding your visit (international travel, etc).
- **We recommend making an appointment to ensure the items you want are available (see contact information below).**
  - Most (but not all) rare books and manuscript collections can be retrieved from storage within the same day
  - University Archives collections are primarily **stored off-site** and it can take us 3-5 full business days to bring them to the reading room.
- All materials are used in the Special Collections Reading Room; **items cannot be borrowed or checked-out**
  - Staff will bring you the items requested and go over how to handle the items safely.
  - Each visit you will be asked to sign-in and indicate the time of your arrival/departure.
  - You can keep items on hold if you want to return and use them again

**Where to go**

- **Rare Books, Manuscripts, and University Archive collections are accessed at Special Collections in Olin Library.** After entering the library stay on the first floor, go past the
main stairs, and look for a door on your left. This is also where to go if notified about an Inter-library Loan (ILL) or non-circulating book from West Campus.

- Collections from the Modern Graphic History Library (MGHL) and Film & Media Archive are accessed by appointment at West Campus (lower level).

- Not sure where to go? Contact us! (314) 935-5495 or spec@wumail.wustl.edu

What can you bring into the reading room?

- personal electronic devices (on silent or vibrate)
- paper, pencils (provided)
- USB drive

We have closets that you can use to store your other belongings that cannot come into the reading room with you, such as:

- bags & purses
- drinks (including water bottles), food
- pens

A full and detailed list of our policies for use of Special Collections materials is also available.

Getting the most from your visit

- Ask questions! Special Collections staff is available to help you.
- Take notes with pencil and paper, or type on a laptop / tablet.
  - Computers are also available in the reading room (WUSTL KEY or visitor log-in).

Using Archives: A Guide to Effective Research (http://www2.archivists.org/usingarchives) provides general suggestions about conducting research with Special Collections.

Making copies:

- Bring your camera or camera phone to snap digital photos of materials (allowed for most materials - please ask first)
- Use our free, self-service scanner which can accommodate flat documents up to 8.5" x 11" (allowed for most materials – please ask first).
  - Log-on with your WUSTL-Key or ask for a visitor log-on.
- Some reproductions can only be done by staff due to fragility, size, or format. Fees for such requests vary.