
The Rare Books and Special Collections Library Access Policy

Policy Statement

The Rare Books and Special Collections Library's core mission is to support teaching and scholarship at AUC, but also welcomes requests from users from outside the university who have specific needs for RBSCL materials.

Users of RBSCL must hold their AUC ID card at all times. For external users, a notification to Library staff is a must prior to their visit, and external users must hold their national ID/passport for Library access. An Application for Permission to Publish, Broadcast, or Quote from Rare Books and Special Collections Library Materials must be completed if Library holdings will be reproduced for display in books, documentaries, or other formats.

Reason for Policy/Purpose

The Access Policy covers research assistance, exhibitions and Library tours, and news media visits and publications/broadcasting. The Rare Books and Special Collections Library documents and promotes appreciation of the cultural heritage of Egypt and the Middle East, and provides researcher-focused services according to our policy statement and core values:

- Identifying, acquiring, and preserving materials that enhance teaching, learning, and scholarship;
- Providing free and open access to Library resources and information;
- Teaching learning and information-navigation, problem-solving, and ethical research skills;
- Building research tools that allow us to connect with researchers locally and globally;
- Developing collections to help researchers understand and engage in society

Who Approved This Policy

Library School Council and LLT Dean

Who Needs to Know This Policy

The entire AUC community, and external visitors and researchers.

Web Address for this Policy

<http://schools.aucegypt.edu/Library/Pages/rbscl/rarebooks.aspx>

Contacts

Responsible University Official: Philip Croom, Associate Dean for RBSCL

Responsible University Office: RBSCL Administration

If you have any questions on the policy or procedure for the *RBSCL Access* policy, you may:

1. Call Philip Croom at 3655, Heba Sheta at 2690, or
2. Send an e-mail to pcroom@aucegypt.edu, hebasheta@aucegypt.edu

Definitions

Term (alphabetical order)	Definition as it relates to this policy
Information service:	<p>General information provided by our Research Help Desk staff or trained student assistants in person, by telephone, or by email. It addresses the basic information needs of patrons, including:</p> <ul style="list-style-type: none"> • Research and Information Services (research assistance, subject specialists/collection curators) • Circulation and Reserves: Course reserves, checking out / renewing books ...) • Access to rare materials • Instruction including (Library orientation/ tours) • Carrels reservation • Nadia Niazy/ Creswell Room reservation. • Library policies/ hours/ directions (e.g. access to the Library, borrowing, photocopying, etc...) <p>Ready reference (e.g. brief definitions, brief statistical data, other concise factual information)</p>
Research Services:	<p>In-depth research instruction or assistance provided by Library staff or graduate assistants. Research service may take place at the Help Desk, in private research consultations with subject specialists/collection curators, by telephone, by correspondence, or by email.</p> <p>Research service also includes the development and implementation of printed and online finding aids, research guides, and user interfaces to support independent research and end-user searching.</p>

Policy/Procedures

Research assistance is available via email, telephone, or postal mail; if you are planning an on-site visit, please notify Library staff in advance to discuss your research needs. External users who plan to use the Library extensively must apply for a user card and pay applicable fees. See the [AUC Library External Users Policy](#) for more information.

- Users may bring a laptop into research areas for note taking.
- Lockers: Users of RBSCL must leave their bags and cameras before entry to RBSCL. They can reserve a locker at the Research Help Desk for storing their belongings.
- All books must be returned to the Research Help Desk of the RBSCL. In case of late return, a fine will be added to the user's account. The fines are calculated automatically by Library system, and will not be removed until the user makes payment at the University main cashier and present the sign receipts on the Research Help Desk.
- Rare Books: these are locked inside the Creswell Library, Rare Books Room and closed stacks. Rare books must be requested by filling a rare book form signed by Research Help Desk staff. Rare books must be inside the Creswell Room or Rare Books Room using pencils and cotton gloves provided by Research Help Desk staff. Rare books cannot be photocopied or scanned, but digital photos can be requested at the reprographic centre in the RBSCL for a fee.
- After consulting, rare books are to be returned directly to the Research Help Desk.
- Users wishing to use archival or manuscript materials, including photographs, must complete a "*Manuscripts and Special Collections User Form.*" A Library staff member will retrieve the material for the user.
- Books on search: If user cannot find a book on the shelf, he/she should refer to the Research Help Desk to fill a *search form*. After retrieving the missing book that might be misplaced, in repair or in process, staff will notify the user by email.

Terms of use

1- General:

- No food, drink or cell phones are allowed inside the RBSCL. The RBSCL is a quiet area; hence, group discussions or loud devices are not allowed.
- Carrel/Study rooms: Users can reserve a carrel at the Research Help Desk. They must present the AUC ID to the Help Desk staff and fill a form.
- External users/overseas researchers: must inform research staff prior to their visit to RBSCL. The notification can be sent by e-mail or by phone with the research inquiries.

2- Access to Materials:

Reserves and circulation: Books in RBSCL are for Library Use Only except books on reserve; they are the only materials circulated in the RBSCL. Books on reserve are required each semester by professors of Islamic art and architecture and Egyptology departments. Books on reserve are checked out at the Research Help Desk with user's ID for 2 hours, 2 hours/overnight (after 3 p.m), or for a maximum loan of 3 days. Each user can check out a maximum of 3 books at a time, to be renewed at the Help Desk.

Handling Materials

- Materials must not be marked on, defaced, leaned on, altered, folded, traced on, or otherwise damaged. They may not be placed on one's lap or propped against the edge of the table.
- Material should not be removed from enclosures or from any mounts, nor should any unopened printed material be opened or paper clips or staples removed. Please report any of these situations to the RBSCL staff.
- Books and materials are not to be re-shelved by users. All items should be returned to the Research Help Desk.

Exhibitions and Tours

Visitors are welcome to view RBSCL exhibitions and materials. Visitors must bring an appropriate identification card, passport or Egyptian national identification card in order to gain access to the Rare Books and Special Collections Library. Exhibitions are regularly announced on the RBSCL website, the AUC website, and in the Egyptian press. Group tours of the Rare Books and Special Collections Library can be arranged by contacting AUC's Office of Communications and Marketing. To arrange tours or demonstrations for AUC classes, faculty should contact RBSCL staff to discuss their needs.

Publishing, Quoting, and Broadcasting Materials

- Publication (print or online), exhibition, or broadcast of special collections materials require completion of an application for [*Permission to Publish, Broadcast, or Quote from the Rare Books and Special Collections Library*](#) and the written approval of RBSCL staff, as well as the payment of any specified fees.
- Users seeking to publish special collections materials are responsible for first obtaining the permission of the copyright holder (when the Library does not hold the copyright). Library staff may be able to provide guidance in locating copyright holders, but the Rare Books and Special Collections Library and the American University in Cairo assume no responsibility for infringement of copyright.
- Users should credit the Library as follows when citing special collections materials used: [Item Description], [Collection Name], Rare Books and Special Collections Library, The American University in Cairo, New Cairo, Egypt.

The RBSCL reserves the right to impose penalties, such as fines, or revoke Library privileges for violators of the above Terms of Use. AUC security guards reserve the right to inspect personal belongings at any time.

Forms/Instructions

The RBSCL has various types of forms and applications that can be found at the Research Help Desk. The forms are:

- Reproduction form (for photocopy, scan, etc.)
- Rare Book form
- Carrel form
- Fines form
- On Search form
- Archival Materials/Special Collections User Request Form
- Permission to Publish, Broadcast, or Quote from the Rare Books and Special Collections Library

Related Information

See Main Library

Appendices (*optional*)

Appendices are used for informational material that is helpful in understanding the policy, but not directly related to the implementation of the policy, i.e., not procedures. Content may include graphics or text.

History/Revision Dates

Origination Date: June 15, 2011

Last Amended Date: March 28, 2017

Next Review Date: February 28, 2018