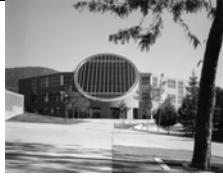




**SUBJECT: Special Collections and Archives**

- I. Special Collections houses books and other materials that are rare, fragile, or part of a significant or historical collection. Also found here are documents, images, music, maps, oral histories, serials, historical artifacts, and the University Archives.
- II. Materials are accessed with the help of Special Collections staff. These materials include Special Collections and Archives and the Grace A. Tanner Center for Human Values collection.
  - A. Special Collections and Archives collects materials in the following subject areas:
    - i. Southern Utah, especially counties and communities in the southwestern area of the state;
    - ii. Native Americans, with an emphasis on Southern Paiutes;
    - iii. Mormon culture, with emphasis on southern Utah, church history and rare books;
    - iv. Shakespeare's life and works, including unique or rare publications of Shakespeare's writings;
    - v. Books written by, for and about women, with an emphasis on the West;
    - vi. Southern Utah University history and institutional records;
    - vii. Rare books, which could include those published before 1880, significant works from famous presses, volumes with exceptional bindings, illustrations, art plates, first editions of landmark books, pre-1900 books which document culture of the times;
    - viii. Rare or unusual monographs which support the educational mission of Southern Utah University and its university programs.
  - B. Grace A. Tanner Center for Human Values contains books selected by the Tanner Center director and can be searched in the SUU online catalog.
  - C. All items must remain in Special Collections and be used in the Christopher-Mann Reading Room. Exceptions to this policy are made for SUU faculty, administration, or for University-related projects and must be approved by the Special Collections staff.
  - D. Digital image files are available for viewing online and are accessed in the SUU Digital Archives. Special Collections images, digital scans and audio/video resources can be purchased. Forms and fee schedules are available and include requests for image reproduction, digital copying and required use fees.
- III. **Patrons and researchers:**
  - A. Special Collections and Archives materials are available for use to patrons and researchers who must:
    - i. Complete a registration form and agree to the patron policies annually.
    - ii. Sign in at each visit.
    - iii. Present photo identification if requested.
- IV. **Obtaining copies of materials:** Copies of materials can be made. Forms and fee schedules are available and include image reproduction, scanning and required use fees.



**GERALD R. SHERRATT LIBRARY**

**LIBRARY DEPARTMENTAL POLICIES**

Policy No.: 2.8

Date: 10/30/02; 2/07; 9/13

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- V. **Copyright of materials:** Fair use and copyright restrictions may apply to materials held. The library does not hold the copyright for all materials in its various collections. The publishing party assumes all responsibility for clearing reproduction rights and for any infringement of United States copyright law. The library has no readily available information concerning the existence and/or whereabouts of copyright holders.
- VI. Wherever possible, items in Special Collections and Archives are catalogued and may be located by using the SUU Catalog. There are some registers available in the library and collection finding aids may be accessed via the Sherratt Library Special Collections website.
- VII. Tours of Special Collections are conducted on request. Tours for large groups must be scheduled in advance.