

Hartford Medical Society Historical Library

Guidelines for Readers

The Hartford Medical Society Historical Library reading room is for materials that do not circulate because of their rarity, fragility or unusual format. Both staff and users have the obligation of preserving these materials for future use. Persons using HMS historical materials must abide by these guidelines for the protection of the materials.

- Please leave coats, bags, knapsacks, briefcases and other possessions not essential to your work in the designated area.
- Sign in on the *Daily Register of Researchers*.
- Drinking, eating, chewing gum, smoking and talking on cell phones are not permitted in the HMS library area.

Obtaining materials

Most books and journals are available for browsing in the open stacks. Some materials in the department's care must be brought to users by staff members. All materials must be used in the HMS library; it is often productive to request materials in advance. Discuss archival or uncataloged materials needs with the staff. Non-UConn users must also fill out a *User Registration Form* and show photo identification.

Holdings of the HMS Historical Library are gradually being added to the UCHC online catalog (set limit to "HMS Historical Library"). We have a card file which you are welcome to consult. Please feel free to consult the staff about your informational needs or about any problems or difficulties you have in making use of HMS historical materials.

All materials should be handled with extra care:

- Use pencils only; no ballpoints or fountain pens, please.
- Your hands should be clean; preferably freshly washed.
- Keep materials flat on a reading table or in a foam cradle. Do not lean on them, mark them, or take notes on top of them.
- Turn pages or leaves gently.
- Keep any loose material in the order in which you find it.
- Report any mis-arrangements, mutilations or unopened leaves.

When you leave, please return your materials to a staff member. Let us know whether or not you have finished using them. If not, we will keep them on hold for as long as you request. For the security of our materials, we reserve the right to examine your notes or personal property upon departure.

Reproductions (Photocopies)

Requests should be made in writing on the *Request for Reproduction* form. Copies will be made as expeditiously as possible within the context of other departmental operations, subject to the needs noted below.

Photocopying is ordinarily done for you within one or two working days of the request submission. The charge for UConn community members is .10 per copy. The fee for non-community members is .25 per copy. The fee for off-campus orders is .25 per copy plus 3.50 for shipping.

Photographs

Patrons may take digital photographs of items in the library after consultation with the librarian. Care must be taken in positioning the item, and a target containing the library name must be included in the image.

Limitations

The library may refuse requests for reproduction when the condition of the original will not permit it or when the originals were received with gift, purchase or legal restrictions on reproduction. The library may limit the number of copies made at any one time or for any one user because of limitations of staff or facilities. The library reserves the right to retain digital files made in producing copies.

Access to manuscripts and other original materials

Permission to examine original materials will be granted to researchers for specific purposes, upon completion of a user registration form and an introductory interview with a librarian. This permission is dependent upon the materials, the amount of processing, in some cases the staffing available, and any restrictions imposed by donors or depositors. We recommend that you contact us in advance. Permission to consult does not carry with it permission to *publish*, which must be requested separately in writing.

Copyright and other laws

Users of materials at HMS Historical Library accept full legal responsibility for observing the copyright law, as well as the laws of libel and invasion of privacy and property rights.

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