

**ADELPHI UNIVERSITY ARCHIVES AND SPECIAL COLLECTIONS:
INFORMATION ON ACCESS AND USE**

Location

Lower Level, New Hall (Entrance is through the porch on the east end of New Hall, which is located just to the west—or behind—the Swirbul Library.)

Hours

Access to Archives and Special Collections is generally available during the following hours:

Monday – Friday 9 a.m. – 6 p.m.
Saturday - Sunday CLOSED

Appointments are strongly recommended

It is advisable to make appointments in order to insure that one of the librarians will be available to provide access to, and assistance in using, materials. Please call or e-mail:

Professor Eugene T. Neely, University Archivist and Special Collections Librarian
516-877-3543 neely@adelphi.edu

Professor Mary Manning, Assistant University Archivist and Special Collections Librarian
516-877-3818 manning@adelphi.edu

Professor Elayne Gardstein, Special Collections Librarian
516-877-3563 gardstein@adelphi.edu

(Professor Gardstein normally works on Mondays, Wednesdays and Fridays)

Policies and procedures for using materials located in Archives/Special Collections

We welcome the use of Archives and Special Collections by faculty, students, and guest scholars. However, since many of these materials are valuable, rare, and irreplaceable, we ask your cooperation in helping us to protect and preserve these items for the future use of other researchers:

1. Since these collections are in “closed stacks” and materials must be retrieved for you by a librarian or staff assistant, it is helpful to present as much information as possible when requesting materials, including: **the author, title, and complete call number from ALICAT**. (Note: many archival materials are not found in ALICAT, but the librarian can assist you in locating records by subject.)

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2. All materials in these collections are restricted to **room use only** and must be used under the supervision of a librarian or staff member. You will be asked to fill out a request form, and your photo ID card will be held while you are using materials.
3. Normally, only three books (or a limited number of folders, in the case of archival and manuscript materials) may be used at one time.
4. **Only pencils** (no fountain, ball-point, or felt-tip pens) may be placed on work tables or used to take notes. Laptop computers are permitted; personal scanning equipment is prohibited.
5. **Please handle all materials with care:** Do not write on, lean on, put weights on, trace, or otherwise mishandle material. You may be asked to use a book support and/or disposable gloves when using particularly fragile materials. Do not erase existing marks, and do not use paper clips, fasteners, tape, “post-it” slips, or rubber bands.
6. Eating, drinking (including water bottles and travel mugs), and smoking are strictly prohibited.
7. When using materials in file folders, please maintain the original order within each folder and do not move materials from one folder to another. (However, if you find an illogical arrangement of items, please call it to the librarian’s attention.)
8. **Photocopying and Scanning:** Because of the fragile physical condition of many items in Archives and Special Collections, as well as in consideration of copyright laws and other restrictions that may have been placed on certain materials, **permission for photocopying and scanning will be at the discretion of the librarian. In most cases, the actual job of photocopying and scanning will be handled by the librarian or a staff assistant, as his/her time permits.**