

3.6 Special Collections Patron Use

Adopted: May 18, 2016

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The mission of the Special Collections Department is to collect, arrange, preserve and make accessible items relating to the history of Council Bluffs and western Pottawattamie County.

The Library maintains a Special Collection of local history which must be safeguarded and handled in a manner appropriate to its importance. Unlike the usual free access to materials which is encouraged by the Library, access to these special materials must be highly restricted and their use monitored to protect them from damage and to preserve them for future generations.

- Special Collections materials can be used only in the Library.
- Access to the Special Collections area is limited to Council Bluffs Library staff and volunteers.
- All materials must be used at the Library's designated time and place. Access may not be available at all hours the Library is open and may be limited in time.
- Originals may not be used when reproductions are available.
- Photocopying and/or photography may be limited or prohibited and is permitted only with Library staff permission, under Library staff supervision and when it is determined by Library staff that there is no danger to the materials.
- Persons showing lack of respect or care for these materials may be denied temporary or permanent access.
- All judgements regarding application of the Special Collections Policy are at the discretion of Library staff. Users who feel this policy is not being properly interpreted may appeal to the Special Collections Manager or Library Director.
- Acknowledgements are required for any images of Library materials which are subsequently published. Upon publication the credit line must read: Council Bluffs Public Library, Council Bluffs, Iowa.

Rare and special materials

Some items due to age, value, fragile conditions or uniqueness, have been deemed "rare and special" by the Library staff. These items may be used only by those persons doing serious research leading to publication or public instruction and who can reasonably demonstrate this as their purpose. Likewise, the need to use rare or special materials for the above purpose must be compelling and must outweigh the potential damage to the materials from handling. Browsing through rare and special materials is not permitted. Advanced appointments for these materials are required. Access will not be given without an appointment.