



TEXAS SOUTHERN UNIVERSITY

3100 CLEBURNE STREET • HOUSTON, TEXAS 77004 • 713-313-7011

TEXAS SOUTHERN UNIVERSITY SPECIAL COLLECTIONS POLICIES

RESEARCHER GUIDELINES

The Special Collections Reading Room is open to all visitors. Appointments are strongly encouraged to ensure access to the archival collections. The materials in the Department of Special Collections may not be removed for circulation or requested through Interlibrary Loan. Information about collection materials can be found in our catalog and archival finding aid systems. Researchers or individuals who would like to use the collections should be aware of the following policies and procedures:

Hours: Archival collections are open by appointment, Monday-Friday 8:00am-4:30pm. The Heartman Collection is open Monday-Friday, 8:00am-4:30pm, except for state holidays. The TSU Special Collections are closed on Saturdays, Sundays, and state holidays.

Registration: Visitors are required to have a valid school ID or driver's license to gain access to the materials. Researchers will need to fill out the Special Collections Researcher Registration Form to use materials from the archival collections.

Reading Room: Pens, food (including candy and gum), drinks, and flash photography are NOT allowed in the Reading Room. A complete list of rules for the Reading Room will be provided for review and acknowledgement. Ask the Special Collections staff if you have questions or require assistance.

Access to Archival Records: Researchers wishing to request access to the archival collections should contact the Special Collections and outline the scope and purpose of the research project. If possible, also include a list of specific materials of interest including collection, box, and folder numbers (or folder descriptions if folders are not numbered), so requested materials can be prepared prior to your arrival. The review may take several days. A Special Collections staff member will retrieve the records for you.

Remote Access to Archival Materials: In general, Special Collections staff are not able to conduct research on behalf of patrons. Researchers who require remote research services or on-demand digitization services should review the On-Demand Digitization and Reproduction Policy for more information, including any associated fees.

Handling Records: Materials should be handled with care to prevent damage. Do not lean on, write on, trace, tear, or handle in such a way as to cause damage. Bound materials should never be forced to lie flat or open. Researchers should have clean, dry hands that are free of lotion before handling materials.



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Using the Records: When the records have been brought to you, a place-marker card will be provided to aid in keeping the records in order. Remove only one file folder from the box at a time and put the place-marker card in its place. **Keep all file folders and materials within the folder in their original order.** If you have questions regarding the arrangement of the records, notify one of the Special Collections staff. Do not rearrange the records.

Making Copies: The overhead scanner and copy machine are self-service. Copying of materials is dependent on the condition of materials, and restrictions may be in place. **Use of the automatic feed is prohibited.** You may use a camera or cell phone (without flash) to take pictures of the records at no charge. TSU Special Collections reserves the right to limit the amount of self-service scanning and does not authorize the duplication of entire collection(s).

Reproduction Requests: Most duplication requests will be filled within 5-10 business days. Please see the On-Demand Digitization and Reproduction Policy for more information, including any associated fees.

Fragile and Oversized Materials: Some records are too fragile or oversized to be handled and/or copied on the copy machines. If you require access to and/or copies of these records, please contact the Special Collections for more information.

Photographs: When examining photographs, you must wear nitrile gloves as the oils on a person's hands can permanently damage photographs. Ask the Special Collections staff if you need gloves or if you have questions regarding obtaining copies of photographs.

Copyright and Use: Special Collections provides copies of materials to facilitate private study, scholarship, or research. You assume all responsibility in determining or obtaining copyright permissions to publish, reproduce or make use of any materials. If TSU does not hold the copyright to a record, we cannot grant or deny permission to use that material. We ask that you use proper citation or a credit line acknowledging TSU Special Collections as the repository of the original materials.

Finished for the Day: When you have finished reviewing the records, return them to a Special Collections staff member.



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Reading Room Rules

Researchers shall observe the following rules for the protection and control of records:

- (1) Researchers will register with current, valid identification.
- (2) Researchers will only use pencil in the Reading Room and agree to make no marks, erasures, or other modifications to any archival records.
- (3) Smoking, drinking, eating, and flash photography are prohibited in the Reading Room.
- (4) Researchers will notify the staff when their work is completed.
- (5) Researchers will maintain the original order of the records and agree not to modify or otherwise deface archival records.
- (6) Researchers agree not to remove any records or other materials from the Reading Room. These materials are provided for reference use only. TSU reserves the right to search all research materials and personal articles before the researcher leaves the Reading Room.
- (7) Researchers may take paper, research materials, and personal laptop computers into the Reading Room. Cameras and phones are allowed to photograph records, but researchers agree not to use flash photography.
- (8) Researchers assume full responsibility for complying with applicable copyright law, including the infringement of any literary rights, copyrights, or other rights which pertain to these materials.
- (9) The Reading Room is open to TSU students, faculty, and staff as well as external researchers. Researchers will be respectful of other researchers and Special Collections staff.