

UCONN | SCHOOL OF LAW

THOMAS J. MESKILL LAW LIBRARY - ARCHIVES & SPECIAL COLLECTIONS

Use Policy

The Law Library's Special Collections exists to preserve and make accessible rare and unique legal, and law related materials to researchers at the School. Many materials in Special Collections are fragile and would be difficult to replace. Because of this, the following limitations on circulation and photocopying are necessary.

General Rules:

1. Special Collections & Archives materials are available when a Reference Librarian is available to assist. There will be no access if a Reference Librarian is not on duty.
2. Materials will not be checked out to patrons.
3. Materials will not be sent in response to an ILL request, but they may be scanned.

Request Procedures:

1. Patrons must request material from the Reference Librarian who will retrieve materials for patron use. Patrons are not allowed in Special Collections.
2. Patrons can request up to five (5) volumes from Special Collections and one (1) document box from Archives at a time.
3. The patron's UConn identification or driver's license is held while the materials are being used.
4. The condition of the materials is checked before the material is passed to the patron.
5. Patrons must use materials within sight of the Reference Librarian in the Reference Reading area.
6. Patrons may not photocopy any materials. Patrons must fill out a form to request scanning or they may use a camera to make copies.
7. No copying of materials by an outside copy service will be allowed.

Return Procedures:

1. Patrons must return all materials to the Reference Librarian who will check the condition of the materials including phasebox contents after patron use.
2. When reference shifts overlap the Reference Librarian will notify his/her replacement that Special Collections & Archival materials are in use.
3. If damage to the material has occurred, a photocopy of the ID must be made, and a brief written report by the Reference Librarian should be given to the Associate Librarian for Library Services.
4. The patron's identification is returned.
5. Special Collections statistics on the Ref Desk online statistics are updated.

Reshelving:

1. In most cases the Reference Librarian who accepts the items after use will reshelve the materials in Special Collections & Archives before the end of the day.
2. If the materials cannot be reshelved for any reason they should be locked in the Reference Librarian's office overnight.