



DENTON PUBLIC LIBRARY

SPECIAL COLLECTIONS USE OF MATERIALS POLICY

Approved by the Library Management Team, January 4, 2024

Pending - Library Board review/approval

The Special Collections Research area is primarily for the use of materials from the Genealogy, Denton Texas, Texana Collections, or the Municipal Archives.

Materials from the Special Collections may only be used within the research area. They do not circulate and are not available for interlibrary loan.

The tables in the research area are for customers using items from the collections. Customers who are not utilizing the tables for the reasons stated above may be asked to move if the space is needed by an individual or a group of researchers.

Items from the archives, yearbooks, rare books, ephemera or vertical files are kept in specialized storage and must be requested from Library staff due to the unique and possibly fragile condition.

Items from the Archive may be requested one box at a time

Materials from the Special Collections must be handled with extreme care to ensure preservation for the future. Papers must rest on a table surface and pages must be turned carefully. Books should not be removed from the shelves by pulling on the top of the spine. No marks are to be added to or erased from materials consulted.

Eating is prohibited while materials are being used. Liquids must be in a container with a secure lid.

When research is completed, all research materials should be left on a table, a book cart, or returned to the service desk. Books or materials should not be reshelfed.

If research leads to publication and the Denton Public Library is cited, it is preferred that a copy of the publication be donated to the Special Collections.

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