Illinois State University

Milner Library, Rare Book Room and Special Collections

We are glad you are here! Please read through our guidelines and fill out the reverse of this sheet. Thank You!

Due to the nature of our collections, the Reading Room of Special Collections has limited hours. We encourage all researchers interested in additional days or times to contact us to make a special appointment. We can be reached at (309)438-2871 or by email mbruns1@ilstu.edu.

We are currently open:

Monday through Friday 9a.m. - 12p.m.
Monday through Thursday 1p.m. – 4p.m.
Monday and Tuesday evenings (Fall/Spring semesters) 5p.m. – 8p.m.

Coats, hats, purses, bags, computer cases and other belongings are to be stored at the front of the Reading Room or on the coat stands provided. No food or drink is allowed.

Laptop computers are welcomed.

Reference material may be used with permission of Special Collections staff on duty.

Readers may only take loose-leaf paper and pencils into the Reading Room; the Library will supply paper and pencils for those who need them. Ink of any kind is prohibited.

Handling Rare Books and Manuscripts

1. Patrons are not allowed to check out items or remove them from Special Collections.
2. All items should be handled with care. Staff will assist and may direct patrons in the proper handling of materials.
3. Gloves are not required, but patrons need to have freshly washed hands to handle materials.
4. Pencils are the only form of writing implement approved for use in the Reading Room. Ink of any kind is prohibited.
5. Patrons must not make tracings, rubbings or marks of any kind in or on any library materials.
6. Patrons must not attempt to cut unopened gatherings in books.
7. Before leaving, patrons must return all material to the Special Collections staff member before the posted closing time. Patrons may ask to have material placed “on hold” for up to a week from the last time used.
8. Photocopying of material may be done if it is approved by the staff member on duty. Photocopies are 10 cents per page. Our copier does require cash or coins. Digital photographs may be taken.
9. For information about scanning, reproductions, rights, and permissions, please ask.

Let us know how we can help you!
NAME________________________________________________________
(last name first)  Please print legibly

ADDRESS_____________________________________________________
_____________________________________________________

SUBJECT OF RESEARCH_______________________________________________

PLEASE CHECK ONE:  ISU student:  undergraduate___  graduate___  ISU alumni___
                   ISU faculty/staff___  visiting researcher___

PURPOSE OF RESEARCH:
___class assignment  ___doctoral dissertation  ___writing a book
___family history  ___master's thesis  ___other (Please specify)
___graduate/seminar paper  ___writing an article

ITEMS REQUESTED AND CONSULTED:  (Use other side if necessary)

Call Number
Title
Date Used