

Materials retrieved from our Vault require special treatment. In order to use these materials, you must agree to comply with the following guidelines.

Guidelines and Procedures for the Use of Materials in John F. Reed Library's Vault Collection:

1. Patrons using vault materials must have a valid Fort Lewis College ID or a Reed Library Community Borrower Card.
2. Vault materials are available for in-library use during the hours the Reference Desk is staffed.
3. Materials must be used in the vicinity of the Reference Desk.
4. Care must be taken in handling rare and unique materials. Materials must be flat on the table. Nothing should be placed on the materials.
5. Do not make any marks, erasures, or any other changes to the documents.
6. Photocopying is permitted at the discretion of the Reference Librarian.
7. Materials should be returned to the Reference Desk if the patron steps away from the work area.
8. All materials must be returned to the Reference Desk staff when the patron is finished, at which time the ID will be returned.
9. **Items damaged during use are subject to replacement cost reflecting current market value.**

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