

Collection Team: Vault Policy

Vault Contents

Items will be held in the vault if it is determined that they should remain in our collection and if they meet one or more of the following criteria.

- Condition. The fragile condition of the material is such that it requires special handling.
- Value. Materials with exceptional value, such as signed editions, numbered editions, and other rare or collectable items.
- Format. The format of the materials is such that normal use would threaten the integrity of the source, i.e. folios.
- Replacement. Materials important to our users and that are difficult to replace.
- Size. Materials too large or awkward to fit on normal library shelving.

Access

Vault materials are for library use only during the hours when a Reference Librarian is on duty. All patrons with established borrowing privileges have access to the materials in the vault. Patrons requesting vault materials should be referred to the Reference Desk. The Reference Librarian will have the patron fill out a book request form and arrange to have a circulation student retrieve the item(s) from the vault. If a student is available, the item(s) may be retrieved at the time of request. However, a patron may be asked to return to pick up the item(s) requested at the reference desk after 9am the next day (Monday-Fridays) if the activity at the circulation desk does not allow for prompt retrieval. While waiting for the item(s) to be retrieved, it is recommended that the Reference Librarian review the "Guidelines and Procedures for the Use of Materials in John F. Reed Library's Vault Collection" policy with the patron.

The patron will be requested to leave an I.D. with the Reference Librarian while using the materials. The patron will also be asked to agree to the following conditions for use:

- Materials can only be used during the hours the Reference Desk is staffed.
- Materials must be used within the vicinity of the Reference Desk.
- Materials may only be photocopied with the permission of the Reference Librarian.
- Fragile materials must be handled with caution.
- Materials should be returned to the Reference Desk when the patron is finished or if the patron steps away from the work area.

Collection Management

The Collection Team will review and assess the vault collection every 5 years, or sooner, if it is necessary. A list of titles will be provided to the appropriate departmental liaisons for review prior to withdrawal of books from the collection.