



CSWR Anderson Reading Room Use Policies

We ask your help in preserving the Center for Southwest Research collections for future generations by observing the following policies:

1. The Anderson Reading Room (ARR) and adjacent microfilm area are reserved for users of CSWR materials.
2. You may bring a pencil, notebook, and/or laptop computer into the ARR. Please keep your identification card and either your copy card or money with you.
3. Lockers are provided for all personal belongings. Pens, coats, purses, backpacks, fanny packs, briefcases, and laptop cases are not permitted in the ARR or when using CSWR microfilms.
4. Silence your cell phone in the ARR. Please take all phone calls out to the Zimmerman lobby.
5. Non-CSWR books needed for research are allowed in the ARR on a limited basis; they must be checked in and out with the ARR librarian.
6. You must present a picture ID to the ARR librarian prior to using any CSWR materials.
7. CSWR materials may be used in the ARR only. See the retrieval and duplication policies below for further information.

Retrieval Process

1. CSWR materials are housed in closed stacks and must be requested for use in the ARR. Unless otherwise marked, materials located in the ARR proper may be browsed by patrons.
2. Please allow adequate time for materials to be retrieved and examined. No materials will be retrieved during the 30 minutes prior to closing.
3. A separate paging request form is required for all materials:
 - For books, periodicals, microforms, videos and similar items, six titles may be retrieved at one time through the access desk located just outside of the ARR.
 - For archival collections, see the ARR librarian for archival request forms and inventories. Up to six boxes may be retrieved at one time, however, only one container may be used at a time.
4. Material may be placed on hold for up to three days.

General Duplication Policies

1. Books and periodicals in good condition may be photocopied by patrons at the CSWR photocopier. Vertical files may be copied one folder at a time. Please request permission from the ARR librarian as copy requests are evaluated on a case-by-case basis. Some items cannot be copied due to fragile condition or other restrictions.
2. For duplication of archival materials, please refer to “Archival Materials Use Policy.”
3. Duplication of materials by use of personal copiers, scanners, and recorders is not permitted.
4. Non-flash digital photography is allowed with permission of ARR staff, provided CSWR material will not be damaged in any way. A copy stand is available for patron use. The ARR also has a digital camera that may be used by patrons experienced with digital cameras.
5. Permission to duplicate materials is not an authorization to publish them. It is the responsibility of the researcher to obtain any required copyright permissions from the copyright holder.

If you have any questions about CSWR policies or usage procedures, please ask the ARR staff.