

Spruance Library Policies and Procedures

Lockers are provided outside the entrance to the Spruance Library. Lockers are self-served and require a quarter, which is then returned to the patron. Coat racks are provided in the entrance pavilion to the Mercer Museum as well as the Library lobby.

Patrons must sign in at the reference desk at the beginning of each visit to the Library.

Patrons are only allowed to take note-taking material into the Reading Room. Pens are not allowed for note taking. Pencils and pads of paper are available to patrons if needed. Personal computers are permitted for note-taking purposes. Scanners, digital cameras, camera phones and other such devices are not permitted in the Reading Room. Cell phone use in the Reading Room is discouraged.

Patrons may help themselves to books shelved in the Reading Room. Patrons are asked to leave books on carts to be reshelved by Library staff.

Call slips are available to request collection items from closed storage. Call slips must be filled out completely with full name and address. Patrons will be given one folder or collection item at a time.

It is the mission of the Library to educate our patrons in the preservation of Library collections. To that end, the following rules apply to the use of Library collections:

- All books and other collection items must be kept on top of Reading Room tables at all times.
- Do not mark, fold or crease Library materials.
- Do not physically rest on Library materials.
- Do not trace over Library materials.
- Please ask Library staff for assistance in photocopying oversize, old or fragile items. The flatbed scanner should be used for all items except single sheets of paper.
- Food and drinks are not permitted in the Library.