

Reading Room Use Policy

The University Libraries Special Collections Department is dedicated to supporting the academic success of University of Memphis students and providing exceptional information and service to our campus community and beyond. Due to the Novel Coronavirus (Covid-19), the Special Collections Department will not open to researchers without an appointment during operating hours until further notice. To support social distancing, the reading room will accommodate only one (1) researcher at a time.

Inquiries for use of the Reading Room

The Special Collections Department will be available for research by appointment only. Researchers interested in using archival materials, library-use only books, or microfilm currently housed in the department will need to make an inquiry to ensure the material sought is available. Once confirmed, researchers will make an appointment with archival staff. No one without an appointment will be admitted to the department. Researchers wanting to contact the department can do so by phone, 901-678-2210, or email, lib_sc@memphis.edu.

Researcher procedures for the Reading Room

In accordance with University of Memphis requirements based upon the recommendations of the Centers for Disease Control, researchers will wear a mask upon entering the Special Collections Department. Staff will provide requested materials from a designated table in the reading room. Special Collections has a one item at a time policy, and researchers will return materials to the designated table after use and then retrieve other requested items provided by staff. Researchers will be permitted to leave for bathroom breaks or extended breaks and will be given instructions on how to reenter the reading room.

Remote access to Special Collections

Many inquiries to Special Collections can be fulfilled through telephone and email and the use of such means is encouraged. If a request can be completed in this manner, Special Collections staff will work with the researcher to fulfill the request without requiring a visit to Special Collections. Due to the Novel Coronavirus, in-house staff has been minimized to ensure social distancing. The Special Collections staff appreciates your patience in these unprecedented times.