



Archives & Special Collections

Elizabeth M. Cudahy Memorial Library

Reading Room Policy

Updated April 2023

Overview

The Loyola Archives & Special Collections (LUCASC) serves as an educational resource for the Loyola community and beyond by providing unique collections in the areas of rare books, Loyola University Chicago history, Chicago history, Catholic history, business, satire, Edward Gorey, Jesuit educators, and politics, among others, for study and teaching.

Reading Room Access

LUCASC is open to all researchers interested in using the collections. By requesting a research appointment, researchers agree to follow the established policies for accessing and using the collections. See the [Access & Use Policy](#) for more information.

Researchers who do not comply with the Reading Room Policy or [Access & Use Policy](#) may be denied future access to the collections.

In addition to the LUCASC Reading Room and Access & Use policies, researchers must abide by the Loyola Libraries' [Access & Usage policy](#).

Research Appointments

LUCASC provides access to collections through research appointments. Due to increasing class usage of Special Collections, we are not able to assist walk-in researchers.

Please submit research appointment requests through the [Ask the Archivist](#) form on the website. Submit requests for appointments no later than one (1) week in advance of the requested date. We encourage researchers to contact the department and make appointments as far in advance as possible.

Please note that LUCASC staff do not answer emails on weekends or holidays. Research appointments are not available for weekends.

Registration

All researchers must fill out a researcher registration form on their first visit following July 1st of each year. Researchers should sign the daily log on each visit.

Non-Loyola community researchers must register at the libraries' front desk. Staff at the front desk will have the names of expected researchers each day.

Accessing Materials

The collections at LUCASC are non-circulating and non-browsable due to their rarity and uniqueness. Materials requested by researchers are retrieved by staff and used in the reading room.

In order for staff to retrieve materials for researchers in a timely manner, a list of materials must be received by LUCASC staff no later than 48 hours in advance of the research appointment, not including weekends. **Additional materials will not be retrieved during the research appointment.**

Please provide the following information in your materials request:

Rare Book Collection items:

- Call number
- Author
- Title
- Publication year

This information is located in the catalog record in the [Loyola Libraries catalog](#).

Archival Collections:

- Accession number (beginning with UA or LUCASC)
- Collection name (i.e. Samuel Insull papers, Betty A. Barclay Playbill Collection)
- Box number(s)

This information is located in the finding aids available online through the [archives website](#).

Contact a staff member if you need assistance finding this information.

Certain materials (such as films, videos, audio reels, etc.) may not be available for research use due to equipment limitations and/or preservation concerns.

Reading Room Guidelines

Place coats, backpacks, bags, purses, briefcases, etc., in the closet upon arrival at LUCASC. You may use the following items in the reading room – laptops, cell phone, tablets, notebooks, and pencils.

Please be considerate and courteous of other researchers. Silence your cell phone. If you need to use your cell phone, please go to the hallway or main stack area.

Food and drink are not allowed in the reading room.

Handling of Rare and Unique Materials

Archivists will instruct researchers on handling materials before they begin their research. Some materials may need equipment (video or audio equipment, book pillows and weights, etc.) in order to enable research use. Archivists will assist researchers in setting up the required equipment. If any questions or concerns arise during research, please talk to an archivist.

Please observe the following when conducting research:

- Handle all materials with care. Archival materials and rare books are often fragile and are easy to damage by accident.
- Make sure that your hands are clean and dry when working with materials.
- Use only one box or book at a time when multiple are requested.
- Remove one folder at a time from a box. Replace the folder back in its correct location in the box before removing the next folder.
- Contact an archivist if you think items are out of order or placed in the wrong folder. Do not rearrange items yourself.
- Keep materials on the table. Do not place them in your lap, on a chair, etc.
- Do not place items (i.e. laptops, cell phones, notebooks, etc.) on top of the materials.
- Do not write on top of any materials. Use pencil for taking notes. Items such as pens and markers are not allowed.
- Ask an archivist for assistance in handling oversize and fragile materials.

Cell Phone and Digital Camera Use

LUCASC allows researchers to take photographs of archival materials and rare books in the collection. Permission to photograph items may be limited due to the fragility of the materials and/or restrictions placed on collections. Photographing entire books or collections is not allowed.

The courtesy of allowing researchers to photograph archival materials and rare books is based on the [United States Copyright and Fair Use](#) laws. It is the responsibility of the researcher to determine whether U.S. copyright law protects the materials they intend to reproduce and the extent to which such use falls within fair use.

Researchers may use their cell phone, digital camera, or tablet to photograph materials. **Flash photography is not permitted.**

Photographs taken by researchers while at LUCASC **are for personal research purposes only** and cannot be used for publication, including posting on social media sites, without written permission from LUCASC and the copyright holder (if necessary). Please see the [Reproduction & Use policy](#) for further information.