



Instructions to Access the SWC Library Archives & Special Collections

Only Library staff are permitted in the Archives Area

The materials in Archives are checked out at the Reference Desk for in-library use only for two hours. Library staff may check out Archives to anyone; there is no restriction based on the user's enrollment or affiliation with SWC.

You may receive a request to view Archives material in-person, via email, or via phone.

- If the request is via email or phone, please refer the person to the Archives Librarian for assistance. Provide the Archives Librarian with as much information as possible about the request. The patron will be contacted by the Archives Librarian.
- If the request is in-person, you may need to assist them at that time.

How to Assist an In-Person Request at the Reference Desk:

- Gather as much information about the item as possible.
 - Use Primo first to see if it's been cataloged. If the item is not cataloged,
 - Use the shared Google Drive, *Archives Collection* to access the *Archives & Special Collections Inventories*.
 - Physically locate the item in the Archives.
- To check an item out, request a photo ID and note the borrower's name and phone number (do not keep the ID).
- Let the user know it's a two hour, in-library use only item.
- Ask the user to stay within the Reference Area while using the item.
- Remind the user that no food or drink is allowed while using the item.
- Use LibInsight to document the requested item(s) and any other relevant information.

Archives Guidelines are available on the SWC Library website.