

The UT Southwestern Special Collections and Archives is open to the UT Southwestern community (check [Who May Use the Library](#) for details on other visitors) for tours or research by appointment from Monday through Thursday, 9:00 am – 4:00 p.m., except on university holidays. The following procedures help preserve the material in the collections for future generations. Your understanding and cooperation is appreciated.

1. The research room is reserved for those using materials from the Special Collections and Archives. Special collections (rare books, medical artifacts, etc.) and archival materials may not be checked out or removed from the research room.
2. All patrons must register with the Special Collections and Archives staff and complete and sign a Researcher Agreement Form. Picture identification (such as a UT Southwestern badge) is required.
3. Special Collections materials may be used only under supervision of Special Collections and Archives staff, who will assist patrons in identifying material to be reviewed and who will retrieve requested material for patrons.
4. Special Collections and Archives staff must be present in the research room during the use of materials. Please notify Special Collections and Archives staff when you arrive and return materials to staff when you leave.
5. Appointments are required. Staff need to know in advance for room scheduling and so that materials can be pulled ahead of the researcher's visit. For special collections materials (rare books in the history of medicine, medical artifacts, etc.), call 214-648-7675 or email archives@utsouthwestern.edu; for archival materials call 214-648-8991 or email archives@utsouthwestern.edu.
6. No bags, briefcases, purses, notebooks, folders, binders, coats, or other personal property are allowed in the research room. These should be given to Special Collections and Archives staff for safekeeping and will be returned when materials are turned back in. Personal computers are permitted, but computer carrying cases must be placed with staff.
7. Digital images for notetaking purposes using a mobile device may be taken with prior permission. Use of flash is not permitted. (See 12 for more information regarding images.)
8. When writing, use only pencil or personal computers for taking notes. No other writing implements or markers are allowed in the research room during materials use. Do not mark materials in any way or fold pages.
9. Only loose sheets of paper are allowed in the research room for note taking and will be provided by staff. Sticky ("Post-it") notes are not allowed. Patrons must present all material to Special Collections and Archives staff for checking prior to departure.
10. Food, drink, and chewing gum are not allowed in the research room.

11. Limits on the amount of material retrieved at one time will be determined (based upon condition and location) at the discretion of Special Collections and Archives staff. No items will be retrieved after 4:00 p.m.
12. Cameras are welcome, but flash photography is not allowed. Photography must be supervised by Special Collections and Archives staff and permission must be obtained for publication or reproduction of any Special Collections and Archives materials.
13. Rare books, special collections materials, and content from the archives must be handled with great care. Staff will monitor the use and handling of materials at all times. Proper handling guidelines include, but are not limited to:
 - Handle papers one at a time, using both hands for support, and stack papers carefully. Do not pick up a stack of papers and tap them on the table to straighten them. If a document is in fragile condition, please request assistance from a staff member.
 - Do not make any marks, erasures, or any other changes on a document.
 - Keep all items on the table while being used. Place nothing in the lap or propped against the table. Staff can provide book cradles or supports for better viewing of books.
 - Place nothing on top of archival materials or books. Do not write on top of, fold anew, or trace materials.
 - The order and arrangement of the papers must be maintained. If you discover an error in the arrangement or description of a collection, please call it to the attention of a staff member. Do not rearrange items yourself.
 - Turn pages slowly and carefully, touching only the margins if possible. For large or brittle pages, slide your entire hand underneath each page to support it when turning a page.
 - Wear the cotton gloves provided when handling photographs and wash hands prior to handling rare books.

Note regarding photocopying and digitization: Staff will digitize or photocopy a portion of text for patrons. Some materials cannot be copied due to their condition or other restrictions. Materials larger than 11" X 17" will not be photocopied. Photocopies or digitization may be ordered at the time of visit and should be ready within 10 business days. At this time, there is no charge for UT Southwestern Medical Center personnel.

Please note that access to the collections of the UT Southwestern Special Collections and Archives does not imply permission to copy, quote, publish, or otherwise make public use of any part of the collection. The researcher assumes the responsibility to secure such permissions, including permission from the UT Southwestern Health Sciences Digital Library and Learning Center, prior to use.