Patron Assistance provided at the Special Collections desk in addition to that provided at all service desks outlined in the preceding document:

Library patrons will receive:

- Assistance with identifying and using materials located in Special Collections.
- Information about Special Collections policies, procedures, and request forms as appropriate to their requests.
- Photocopies or other reproductions of materials in Special Collections upon request as long as preparing them would not damage materials.
- Referrals to other resources in the Libraries or to other offices, libraries, agencies, etc., if appropriate to their requests.

January 26, 2005–pjj