

Robertson Davies Library Policies

The Robertson Davies Library's resources are available for consultation by all persons with a genuine research need. The Reading Room is open from 9 a.m. to 4:30 p.m., Monday to Friday, except for statutory and University holidays. Material will not be brought from the stacks after 4:00 p.m. Due to the rarity, uniqueness, and delicate nature of many items in this Library's collection, it is crucial to handle each book and manuscript with the utmost care. Your cooperation is vital in safeguarding these invaluable materials to ensure their availability for future generations. Kindly adhere to the following guidelines and procedures.

For all collections materials, please:

- Book requests must be submitted via a physical request slip or an email addressed to the librarian.
- No food or drink in the library space including the Bibliography Room.
- Handle materials with clean, dry hands
- Always use book supports and weights.
- Notes should only be taken in pencil.
- Laptop can be used for notes but it must not be placed on top of library materials.
- Never mark pages or write on paper laid on top of an item.
- Pages should be turned and maps or folded items opened slowly and carefully. Librarian or assistant librarian will be on site to assist you with any handling questions.
- Avoid touching the surface of text, illustration, or illumination on any page.
- Only acid-free flyers should be used as bookmarks; please ask staff.
- Material must be visible to staff supervising the Reading Room at all times.
- Material may be held for up to one week after your visit in the librarian office. Please consult librarian to place items on hold.

For archival materials:

- Please take only one box at a time to your desk and remove only one folder at a time.
- When using archival material, please maintain the exact order of folders in a box. Use acid-free bookmarks to mark your place. If you suspect an error in the arrangement of the material, please inform staff. Do not rearrange the material yourself.

Photography:

- If you wish to take professional photographs or scans please ask the librarian for support.
- Readers are permitted to take photographs with small handheld cameras or cell phones.

- Posting pictures on social media is allowed as long as you credit the library and the college.
- Using a photograph in a publication is allowed as long as you credit the library and the college. Please make arrangements with the librarian in advance in writing.
- Readers are responsible for determining the copyright status of materials and obtaining permission from copyright holder(s) if they wish to use images for purposes other than for research and private study.

The librarian can assist you with reference questions and meet with you one-on-one to consult about your research. Please email Andreea Marin at andreea.marin@masseycollege.ca

Bibliography Room Visitors and Volunteers:

- Items must not be removed without prior notification to both the printer and the librarian.
- Access to the Bibliography Room after hours or on weekends is restricted to library staff or individuals under their direct supervision.
- Entry to the library stacks is limited to the librarian and assistant librarian.
- Individuals must ensure their hands are free of ink before handling library materials.
- Those engaged in printing projects must wash their hands and utilize the reading room open space for examining books.
- We do not print commercial items such as wedding or party invitations, etc.
- The Bibliography Room is reserved for educational purposes and cannot be used for personal printing projects by individuals not affiliated with the college.

Donations:

The Rare Book Library exclusively accepts unique items that align with its mandate. Its collection emphasizes rare books and manuscripts, with a particular focus on print culture, the history of printing, and exemplary works that illustrate the evolution of book production. Please refrain from dropping off books unless prior arrangements have been made with the librarian.

New publications are frequently accepted as donations and housed in the Upper Library. These books are not catalogued and can be removed from the shelves at any time.

Tax receipts will only be issued if a written agreement has been established with the librarian in advance.