



## **Guidelines for Access**

The Barton Library is committed to providing access to the collections of the Cohen Center for Kansas History. The Cohen Center is dedicated to preserving resources in Kansas, and to inspiring research into Kansas history. The following guidelines governing access, the handling of materials, and duplication are designed to balance the needs and rights of researchers (e.g., students, faculty, staff, visiting scholars, community members, etc.), the exclusive rights of copyright holders, and Barton Library's stewardship responsibilities. These rules were enacted in accordance with the [Guidelines on Access to Research Materials in Archives and Special Collections Libraries](#) and the [Guidelines Regarding Security and Theft in Special Collections](#) formulated by the Society of American Archivists and/or the Association of College and Research Libraries/Rare Book and Manuscript Section.

### **Materials Access and Use**

The Cohen Center grants all researchers equal access to the collection, subject to uniformly enforced restrictions placed on materials by deed of gift or purchase stipulation, statutory authority, or by the Cohen Center for preservation, processing, or other administrative purposes. Any adult may use the collection, and anyone under the age of 18 must be closely supervised by an adult.

In the event of a fire alarm, please leave resources and belongings and evacuate the building as quickly as possible, under the direction of the staff. In the event of a tornado siren, please proceed quickly and calmly to the designated shelter area.

Because of the need to protect and preserve the collection, materials in the custody of the Cohen Center do not circulate, but are available on-site. Many of the items are rare, unique, or fragile, and special care must be taken when handling them. The co-operation of researchers is requested in order to preserve the materials. Please observe the following:

## Research Appointments

- Access to the Cohen Center is by appointment only. All research appointment requests must be submitted to the Director of Library & College Archives (“the Director”) **two (2) business days in advance**. We do not grant access on demand.
- Please complete the [Research Appointment Form](#).
- When arriving for appointments, researchers are required to present valid photo identification (e.g., Barton ID, state- or military-issued ID, driver’s license, etc.) and verbally agree to the Materials Access and Use guidelines.
- Requests for materials in advance of the appointment is encouraged, so Library staff may pull them in preparation for the visitor’s arrival.
- In the event of illness, please email the [Barton Library staff](#) to cancel or reschedule the appointment.

## Rules for Access

- Laptops, Chromebooks, and other portable devices are welcome in the Cohen Center, and electrical outlets and Wi-Fi are available.
- Only pencils may be used in the Cohen Center. Library staff can provide a pencil, if needed. Pens and any other permanent markers are strictly prohibited.
- No books or notebooks are allowed except for those necessary for the visitor’s research.
- Personal belongings, including coats, hats, scarves, backpacks, computer and camera bags, briefcases, and purses, must be given to the Library staff who will store them in a secure location.
- Food and beverages, including chewing gum and water, are strictly prohibited in the Cohen Center.
- The door to the Cohen Center will remain locked from the outside. If the researcher leaves the room, the attending Library staff member will readmit them.
- Unless a pre-arranged instructional session or group visit is in attendance, Library staff may limit the number of concurrent users of the Cohen Center and the collection in order to ensure the security of the materials.
- All items in the Cohen Center are in locked cases, which can only be opened by Library staff. Record will be kept of all items removed from the cases and for whom the items were removed. Researchers are allowed to view two (2) items at any one time.

- Upon completion of their work, researchers are asked to show the attending Library staff member all personal items being taken out of the Cohen Center.

### **Handling Materials**

- All persons handling materials in the Cohen Center are expected to arrive with clean hands. Lotions should be avoided before handling materials as they contain harmful residues.
- No Cohen Center materials will be removed except by Library staff.
- Cotton gloves may be required for the handling of some materials. These will be supplied by the Library staff.
- Books or bound manuscripts must be supported on the padded book cradles provided. Book weights may be used to hold bound volumes open. Turn pages gently.
- Manuscript and archival materials must lie flat on the table; do not lean on items with elbows or forearms or hold them up.
- Please do not touch illuminations or any written area in a manuscript. A slip of paper may be used to follow a written text. Please do not place objects or take notes on top of materials, whether open or closed.
- Please maintain the original order of unbound materials.
- Researchers may use cell phones or digital cameras to photograph without flash certain materials pursuant to the Cohen Center's guidelines. We do not allow the use of supplemental viewing equipment, including, but not limited to, slide viewers, tripods, or personal copiers or scanners. Researchers may not stand on chairs in order to take photographs of materials. The Cohen Center reserves the right to deny permission to photograph or copy certain materials due to preservation concerns. Permission to photograph materials for research purposes does not constitute permission to distribute or publish any images.
- Willful destruction, mutilation, or theft of the materials will be prosecuted to the fullest extent of the law.
- Please report any disarrangements, mutilations, or unopened leaves to Library staff.

### **Group Visits**

Barton Library staff members are available to lead tours of the Cohen Center for faculty, students, regional historical organizations, and local community groups, and will consult with the group organizer to tailor the visit accordingly. We are able to accommodate up to twelve visitors at any one time; larger

crowds may be broken into small groups and thus accommodated. In order to guarantee the room will be available for group visits, arrangements need to be made **seven (7) days in advance** with the Director.

During these group visits, selected items could be made available to handle and read; however, rare and fragile items will not be presented. If there are specific items the visitor(s) should wish to view, they need to notify the Director prior to the visit. The Director will evaluate the condition and value of these specific items and make the judgment as to whether access will be provided.

### **Using the Collections for Teaching**

The Cohen Center vigorously supports the teaching mission of Barton Community College and of other local education providers. Faculty members are encouraged to consider using Cohen Center materials in classes that may be enhanced from access to rare books and manuscripts. Elementary- and secondary-level tutors and teachers are welcome to contact staff to discuss how Cohen Center materials may be incorporated into their curriculum. Both avenues might include a combination of a group visit to introduce students to accessing and using special collections, followed by students visiting as individual researchers, albeit with adult supervision as appropriate.

Barton Library staff is available to meet with educators to assist in creating assignments based on materials within the Cohen Center. Additionally, Library staff can teach sessions focused on special collections holdings in general; lead introductory sessions on archival research; explain the differences between archival, primary, and secondary sources; and demonstrate the use of historical materials in research.

Prior communication with the Director will be required in order for the Cohen Center to be used for teaching and tutoring purposes. Except for rare occasions, arrangements need to be made at least **five (5) business days in advance**. Contact the [Director](#) to make an appointment.

### **Rights and Permissions**

[Title 17 of the U.S. Code](#) (Copyright Act of 1976 and its provisions thereof) applies to all Barton Library materials, including the Cohen Center collections. These include materials in two broad categories: public domain, and the copyright holder is a third party. Permission to copy does not convey

the right to reproduce or publish materials. It is the obligation of the user to determine copyright status and obtain permission from the rights owner(s) where appropriate. If an individual or entity intends to use copyrighted material beyond the scope of fair use as determined by U.S. copyright law, it is incumbent upon the researcher(s) to gain permission from the copyright holder(s) prior to use. Failure to do so may constitute copyright infringement.

For more information, see the [Copyright](#) page on the Barton Library website.

### **Photocopying**

- Photocopying of collection materials is done only by, and at the discretion of, the Library staff and in compliance with copyright laws or donor restrictions. The researcher may be charged for copies if a duplication request involves more than thirty (30) minutes of a staff member's time. Staff will decline photocopy requests if the materials are fragile or may be damaged by the duplication process.

### **Scanning**

- A user may request to have material from the Cohen Center collection digitized. This request needs to be submitted to the Director. The Director will evaluate the request as to copyright, condition of the item, gift restrictions, and the value of the item in supporting the mission of the Cohen Center, the Barton Library, or the College as a whole.
- A digital scanner is available to scan appropriate resources from the Cohen Center collection. Digitization of these materials are done only by, and at the discretion of, the Library staff pursuant to the condition of the original, and any possible copyright or gift restrictions.
- Exceptions to that restriction may be made, however, only with prior approval of the Director. The person making the request must have the legal right to do so as per the Copyright Act. In the event an exception is made, the requestor may be assessed a fee to compensate for staff time and equipment use. Possible exceptions might include:
  - Items which will further the mission of the Cohen Center for Kansas History, the Barton Library, and Barton Community College. In the event the item meets this criteria, the Barton Library will retain a digital copy of the scan and add it to their digital repository.
  - Items for which there are no or few other existing copies and for which the loss of the item and its information would be a detriment to an existing body of knowledge.

## Special Access and Use

As a rule, the Cohen Center space is intended for study and research and is not available for meetings. Exceptions to this policy might be made for campus VIP events that further the overall mission of Barton Community College. Any exceptions will be determined by the Director. At least **one (1) months' notice** is required for reservations. Reservations are not confirmed until interested parties are notified of approval by the Director. Please do not advertise the use of the Cohen Center for Kansas History for events without receiving the Director's written consent.

## VIP Guidelines

- The consumption of food and beverage within the Cohen Center is strictly prohibited.
- If a VIP activity is permitted, and special room arrangements, equipment, or furniture is needed, the Director must be notified to the event in order to make arrangements.
- It is the responsibility of the user to notify all attendees to pay special attention to the quiet study environment of the Library.