

Researcher Guidelines

Special Collections & University Archives, Kislak Center

UMiami Libraries



Thank you for your interest in our collections! We look forward to welcoming you to the Kislak Center Reading Room. Please contact us at asc.library@miami.edu with any questions.

GENERAL POLICIES FOR VISITING THE KISLAK CENTER

- Special Collections books and archival materials may be used only in the Kislak Center Reading Room. Access is by appointment only, on a first come, first served basis. Efforts are made to accommodate all users whenever possible.
- On arrival, researchers must present photo identification that will be held at the Special Collections Department reference desk until materials are returned.
- You may bring your laptop or tablet, pencil, looseleaf paper (provided at the desk) camera or phone (no flash). Any items brought into the reading room are subject to examination by staff upon your departure.
- All briefcases, backpacks, notebooks, packages, purses, umbrellas, water bottles, and other personal items must be placed in designated lockers. We appreciate your cooperation to ensure the safety and longevity of our collections.
- Food and beverages are not permitted in the reading room. Staff can direct you to the food options on or near campus.
- In consideration of others, please silence your cell phones and other devices, and take phone calls in the hall or breezeway.
- In the interest of balancing equitable access with a comfortable reading room environment for all, children 12 and younger will require the supervision of a parent or educator in the reading room and gallery spaces.
- Access to certain collections (or parts of collections) may be subject to specific restrictions. In some cases, access may only be available digitally, via micro-form, transcript, or other copied format of their original.

READING ROOM RULES

While doing research in the reading room, users will be asked to abide by standard special collections handling guidelines. All materials must be handled with great care. Here is a select list of rules about handling the distinctive collections at the University of Miami Libraries. We appreciate your cooperation in assisting us to preserve the many histories of Miami and beyond.

1. Keep records in their original order within each file and box.
2. Handle records with great care. Staff will provide an overview of safe handling procedures for the specific materials you are using, and they may intervene to encourage safe handling as needed.
3. If applicable (such as when handling photographic materials), gloves will be required. Books must be placed on provided cradles or stands. Book weights and other tools are available at the desk for your convenience.
4. For note-taking, use your preferred digital device, or colorful loose-leaf paper and pencil. Pencils and paper are available at the Reference Desk, along with acid-free bookmarks. Only leave bookmarks in the materials if you wish to request digitization.
5. Bring one box to your table at a time. Remove only one folder from the box at a time. Please place the box and your laptop on the table in such a way that does not block the view of staff, who are there to ensure safe use of materials.
6. You may take personal digital photographs of materials, for research purposes only. Flash is not permitted as it can damage materials. If you would like high-quality reproductions of materials, please ask staff for more information about costs and timing.
7. Users who do not abide by these rules, mishandle materials, or refuse to comply with handling and policy suggestions will be denied further use of the collections.



REQUESTING MATERIALS AND MAKING APPOINTMENTS

Our space is open 9-4, Monday-Friday, and appointments are highly recommended for researchers. Please email us at asc.library@miami.edu with any questions, or check library.miami.edu/specialcollections/ for more information.

Please plan ahead when requesting materials to view in the reading room. When you make an appointment, we ask for at least one week's notice so that materials can be brought to the reading room. Some materials which are located off-site may require a longer timeline of two weeks, and staff can advise you about specifics. We accommodate drop-in requests on a case-by-case basis, depending on staffing levels and location of the materials.

Due to space and staffing limitations, we encourage you to keep your appointments whenever possible. In the event that you are unable to visit as planned or need to reschedule, please let us know ASAP. After one week, materials may be returned to offsite storage and/or reshelved, and new appointments will be made at the discretion of staff.

Please register with Aeon to request materials. You can contact us or visit the Kislak reading room for assistance with this process, and contact us at asc.library@miami.edu after requesting materials, so we can answer any questions and ensure you will be able to access what you need during your visit. If you are just starting your research, or wish to consult with a [Special Collections Librarian, Archivist, or Curator](#) prior to your visit, please reach out!

