

FLANNERY O'CONNOR COLLECTION

Policies for the Use of the Flannery O'Connor Collection

1. Use of the Flannery O'Connor Collection will be granted only by prearrangement. Use of the collection is restricted to graduate students and other scholars. Undergraduates as a rule are not permitted use of manuscripts. Because of limited staffing, research in the collection is restricted to a maximum of two scholars at any one time.
2. Scholars must submit a **Researcher's Application** form at least three weeks in advance of any intended visit. In lieu of the application form, a scholar may submit a letter of intent containing the scholar's status (graduate student, doctoral candidate, professor, etc.), the purpose of the visit (research for master's thesis, dissertation, book, article, etc.), and the intended length of the visit. The scholar will be scheduled for research in the O'Connor Collection. Schedules will be between the hours of 9:00 am and 5:00 pm, Monday through Friday, during regular University sessions (limited weekend research hours are available; please consult Special Collections staff for details).
3. All briefcases, bags, coats, personal papers, etc. are to be left with Special Collections staff. The scholar should bring into the research area only blank paper to write on; **pencils** are to be used when working with manuscripts. This means **NO** ball point pens. Tape recorders, lap top computers, and typewriters are also permitted.
4. When working with fragile original materials, scholars will wear white cotton gloves that will be provided by Special Collections staff.
5. The exact order and arrangement of the papers or materials must be kept intact. If any mistake in arrangement is found, please call it to the attention of the staff member on duty at the Reference Desk. **DO NOT REARRANGE PAPERS.**
6. When using manuscript materials, the scholar will be required to sign a release form which states that the manuscript materials will not be copied or otherwise used without proper permission. This form **MUST** be signed before the scholar will be allowed to use the manuscripts. Ina Dillard Russell Library keeps the original; the scholar receives a photocopy. **NONE** of the manuscript materials are to be photocopied. There will be **NO** exceptions to this rule.

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7. The scholar will present a written request for manuscript files or other O'Connor materials from the staff member on duty at the Reference Desk. All materials are to be returned to the Reference Desk for inspection before any more material may be requested. The scholar will also present his/her papers for inspection at the end of the day or upon leaving.
8. All materials will be used in the research area; materials do not leave Special Collections. Photocopying services for non-manuscript materials will be furnished at a cost of \$.10 per sheet. Orders of large quantity will require advance notice. Postage and handling, if required, will be included in the billing.