



# THE CATHOLIC UNIVERSITY OF AMERICA

*Rare Books Collections*  
Mullen Library, Room 214  
Washington, DC 20064  
[lib-rarebooks@cua.edu](mailto:lib-rarebooks@cua.edu)

## Procedures and Rules for Users of Rare Books

Materials in the Rare Books Collections are housed in closed stacks and must be requested by readers. The following rules apply to their use:

1. An appointment is required for readers wishing to use these materials several days in advance of the anticipated visit. Due to staffing limitations, access cannot be guaranteed without prior notice. No materials will be paged less than 30 minutes before closing.
2. Readers must sign the log book for each visit. Readers must also register by filling out this form (Procedures and Rules for Users) for each calendar year in which they plan to use Rare Books materials.
3. Each Rare Book title must be requested on a Rare Books Request slip.
4. Only Special Collections staff may have access to or retrieve material from closed stacks.
5. Rare Books materials may be used only in the Rare Books reading room (Mullen 214) or the American Catholic History Research Center Reading Room (Aquinas 101), under the supervision of Special Collections staff.
6. When using Rare Books materials, nothing other than paper, pencils, or a laptop computer may be brought to the reading table. All other materials including coats, briefcases, and umbrellas must be left outside Rare Books or in the limited locker space provided. No food, liquids, chewing gum etc. may be brought into the reading room.
7. Special Collections and/or Mullen Library reserves the right to inspect readers' briefcases and other containers before and after use of materials.
8. When using Rare Books material, readers will take notes in pencil only. No place markers shall be put in books. Readers will exercise care of materials and abide by handling instructions received from Special Collections staff. Damage or unopened pages will be reported to staff. Photocopying of materials is prohibited.

\*\*\*\*\*  
I have read and understand the regulations and procedures governing use of material in Mullen Library's Rare Books Collections, part of Special Collections, and I agree to abide by them.

Name (Printed) \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email address \_\_\_\_\_

Institutional Affiliation \_\_\_\_\_ Date \_\_\_\_\_

=====  
**Staff Use Only**  
Identification Type \_\_\_\_\_ I.D. number \_\_\_\_\_ \_ Staff initials \_\_\_\_\_

---

*Note to Staff: Affix I.D. to Rare Books request form and hold while material is in use!*

*Rev. 8/19*