



Duke University  
**Medical Center Library**

---

**History of Medicine Collections**  
**Policies**

The History of Medicine Collections are open to all visitors and researchers. Because many of our materials are rare and fragile, we ask patrons to take extra care in handling them, and to follow some simple rules. If you have any questions regarding these rules, Library staff are available to assist you.

- A Reader Registration Card must be filled out and signed on the first visit to the collection.
- NO food or drink (this includes water, chewing gum, candy, and mints).
- PENCILS ONLY.
- A picture ID, preferably driver's license, will be requested from non-Duke users and held at the reading room desk for the duration locked collection materials are in use.
- Bags, briefcases, jackets, and coats may be checked at the desk. Umbrellas must be left at the desk. Anything brought into the room may be subject to search upon exit.
- Pages should be answered at the phone next to the water fountain in the lower lobby.
- Materials from the locked collections, as well as reference materials, do not circulate. The former require the reader to fill out a request card and present it at the desk.
- All materials from locked collections require the support of cradles and the assistance of velvet weights or snakes. Staff will demonstrate their use to the reader.
- Materials must remain resting on the table at all times. Nothing may be placed on top of the books or manuscripts when in use (eg., writing materials, other books) with the exception of the snakes which are made for this purpose.
- All material should be handled only at the edges.
- No marks may be added to or erased from the material.
- When using manuscript material, paper for note-taking will be provided.
- In the event a reader who is using locked collections must leave the Reading Room, the reader must alert the attendant. If the absence will be for more than a brief period, the reader must turn in all material to the desk. A reader who is using only personal materials must remove them when leaving for more than a brief period.

- Laptop computers, calculators, and sound devices are permitted as long as their use does not disturb others. Permission to use cameras must be requested from the Curator.
- Photoreproduction of locked stack materials is permitted on a case by case basis. Self service is not allowed; all arrangements are made by the staff.
- All locked materials must be returned to the desk 5 minutes before closing time. The reader should expect to wait while these are being checked in. Staff will issue a reminder at the appropriate time.
- Permission to publish materials from the History of Medicine Collections requires the reader to complete and sign a legally binding document. In some instances, a fee may be charged.
- The reader assumes full responsibility for conforming with the laws governing any literary property rights that may be involved with the use of materials from the collections.

