

Terms of Access and Registration for The Grosvenor Rare Book Room

- ❖ For security reasons, the collections in the Rare Book Room (RBR) are stored in carefully controlled nonpublic areas of the building and are not available for browsing. These procedures are intended to provide equitable access to collection materials in a manner that ensures their preservation. Patrons are subject to the Grosvenor Room terms of access with the following additions:
 - Researchers are asked to make an appointment to view items from the Rare Book Room. We request that patrons call at least one business day ahead for an appointment (716-858-7118). Please have the item title and/or call number ready when making an appointment.
 - Rare book materials are examined within the reader viewing area.
 - Use or viewing of fragile or exceptionally rare may be limited and is at the discretion of the Rare Book librarian.
 - To view items, all patrons must complete the RBR registration form and provide proof of identification, such as a driver's license or other verifiable identification.
 - Care must be used when viewing RBR materials. Patrons may be required to wear gloves or wash and dry their hands before handling RBR materials. Book supports are to be used with books; paper documents should remain flat on the table.
 - For boxed collections, researchers may remove only one folder at a time from a box and they must maintain the original order of the folders as well as materials in the folder. Materials may not be removed from folders for any reason. No marks may be added or erased, and no tracing or rubbing is permitted.
 - Cameras may not be used without permission. Please see a librarian for further assistance.
 - Reproduction of materials is at the discretion of the Rare Book librarian as condition of materials may prohibit reproduction. All photocopying is undertaken by the Library staff. It is the patron's responsibility to determine the copyright holder and secure permission with that party if the item is protected.
 - RBR may refuse access to a patron who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of the material, or to a patron who has violated the [policies and regulations](#) of the Library and/or RBR.