

When someone comes in...

Research Edition

1. Welcome them! “How may we help you?”
2. Conduct a reference interview. “What are you researching?”

Online Resources: [Subject Index for Research Topics](#)
[Collections Overview](#)
[University Libraries](#)

Paper Resources: **Finding aids, located by Mary’s desk.**

*If we don’t have it, apologize. **HOWEVER**, please consider other collections (Texas Collection, etc.). Check BearCat and let them know who does have it. You may need to call another library.*

3. Yay! It does exist (here):

Instructions

For the Patron:

- Please Sign-In
- Reads: **Regulations for use of the Materials.**
- Needs to fill out: **Application for Use of Materials.**

Student Assistant

- Show them the finding aid(s).
- Retrieve material from stacks

(always remember our materials are non-circulating, except for some of our books)

4. Photocopy Procedures:

ONLY you (student assistant) are authorized to make copies

Instructions

For the Patron

- Instruct researcher to stand the files up in the folder indicating which items are to be copied.

- Please read and sign Photoduplication Request form.

- Don't forget to **CHARGE** them for the copies

Rate: 10 cents each if more than \$1.00 (if we are mailing copies, we will also charge postage)

Student Assistant

- YOU fill out the rest of the Photoduplication Request Form

Example:

Collection Name	Box No.	Folder No. and Title	Description of Item	No. Copies	Initials (Staff Use Only)
Pickett	1	4- Legislation, Foreign Affairs Committee	Mutual Securities Act of 1951, page 2	1	

- **Stamp** the copies with the name of the collection, add box and folder numbers.
- Initial form when copies are complete.

5. Clean up, Clean Up...

When they are through using the materials, put them back in the box and return the box to the shelf. **DON'T** leave them beside the photocopier or somewhere on the desk!

All the forms can be found in a BLUE notebook located in the Research Area table.