



SPOKANE PUBLIC LIBRARY

DOCUMENT #40.5

BOARD ADOPTED DATE: August 17, 1998

EFFECTIVE DATE: August 17, 1998

SUBJECT: POLICY ON THE USE OF FULLER COLLECTION MATERIALS

1. POLICY

- 1.1 The Fuller Collection, developed by Spokane City Librarian George W. Fuller, includes books, bookplates, prints, tablets and other unusual formats related to the history of printing and the book. The items in the collection are primarily intended for display but can be accessed by qualified researchers. While Spokane Public Library wishes these materials to be accessible for the legitimate needs of researchers, its first duty is to ensure the safety and preservation of the collection. Spokane Public Library reserves the right to deny access to certain fragile or rare materials.
- 1.2 Spokane Public Library recognizes that many of the items in the Fuller Collection are of cultural and historic interest to the general public and therefore arrangements will be made for the display of selected Fuller materials within the library and in electronic format where feasible.
- 1.3 Staff designated by the Library Director may determine that certain items in the collection are not suitable for display or are in a condition where the Library cannot properly preserve them. Upon approval of the Board of Trustees, these items may be either sold in a public sale or transferred to an institution that can more appropriately care for the material.
- 1.4 The Library Director, upon approval of the Library Board, may determine that some items in the Fuller Collection should be sold in order to fund an extraordinary Library capital need. Non-book materials or materials that are not readily displayable and that do not have a supporting role in Pacific Northwest historical research would be the highest priority for such a sale.
- 1.5 The terms for use of items in the Fuller Collection are set forth under Item 2.0, Conditions for Use, below.

2. CONDITIONS FOR USE

- 2.1 Application for use of the materials in the Fuller Collection must be made in writing one week in advance to the Northwest Room Librarian. Requests should include name, address, phone number and reason(s) for needing to inspect the item(s). The anticipated length of time to examine the items should also be included. If alternative editions are available outside of the Fuller Collection, reasons should be given why the particular edition in the Fuller Collection needs to be consulted.

- 2.2 Spokane Public Library reserves the right to request letters of reference to verify academic credentials and/or previous experience in the use of rare or archival materials.
- 2.3 Appointments will be made for a specific date and time to allow staff adequate time to retrieve the requested materials from the Fuller Collection. Upon arrival, the researcher will sign in with name, address, and telephone number. Researchers may be asked to present photo identification such as a driver's license. Researchers living outside of the Spokane metropolitan area will be asked to provide a local address such as a hotel or other accommodation.
- 2.4 Researchers will be permitted to examine only one item at a time unless previous arrangements have been made.
- 2.5 Use of items from the Fuller Collection will be restricted to the Northwest History Room of the Downtown Library. Procedures governing the use of materials in the Northwest Room will be observed by the researchers with the addition that researchers wear white cotton gloves while handling Fuller materials. Gloves will be provided by Spokane Public Library.
- 2.6 Photocopying or scanning of Fuller materials is not generally permitted. The Northwest Room Librarian may make exceptions. Library staff will perform any photocopying or scanning at the established rate.
- 2.7 Authorized library staff will sign Fuller materials out to the researcher and in upon their return. Staff will inspect the items to ensure they are returned in their original condition.
- 2.8 Cost of repairing or replacing damaged materials will be assessed to the researcher.
- 2.9 Failure to comply with the conditions of this policy may result in a denial to review materials in the future.

Policy originally adopted by the Board of Trustees on August 17, 1998 and then revised on April 17, 2007.