

OHSU HISTORICAL COLLECTIONS & ARCHIVES

ACCESS POLICY

OHSU Historical Collections & Archives preserves and provides access to the university's collections of rare books, archives and manuscripts, and artifacts. HC&A welcomes the OHSU community and the general public to use the collections for research, teaching, and personal study.

Visitors may access collections during walk-in hours in the History of Medicine Room, or by appointment. Before your visit, please contact our staff at hcaref@ohsu.edu or (503) 494-5587 to ensure that collections are available.

General Access Policy

Food and drink are not permitted in HC&A

First-time visitors must register and receive orientation in the use of HC&A collections

All visitors must sign in. Visitors may be asked to show a photo ID

Materials must be requested in writing

Materials do not circulate. Interlibrary loans and exhibition loans are subject to HC&A's loan policies.

Visitors are monitored by HC&A staff, or another designated library staff member

Personal devices such as laptops and tablets, as well as pencil and paper, may be used. Pens or other marking devices are not permitted. Coats, hats, bags, and other personal belongings must be checked in.

Digital cameras and scanners may be used at the discretion of HC&A staff

Cell phones or pagers must be silenced

Materials may not be marked, erased, folded, torn, cut, traced, or altered in any way.

Folders and their contents must remain in original order. Remove only one folder at a time from a box.

Visitors may be asked to take special precautions, such as wearing gloves, to handle certain materials

HC&A provides scans and photocopies of materials for a fee. Copyright laws are applicable.

Authors wishing to publish from HC&A collections must make requests in writing. Authors are responsible for determining copyright status of materials, and obtaining permission from copyright holders.

HC&A reserves the right to deny requests for access or reproduction due to preservation concerns, legal requirements (HIPAA, FERPA), OHSU requirements, or donor restrictions.

HC&A reserves the right to restrict or deny access to visitors who do not comply with these guidelines.

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Access to the History of Medicine Room

The History of Medicine Room, located in the Old Library, functions as a public space for library research, work space for HC&A staff, and stacks space for rare books. Library patrons have priority use of the space. At the discretion of the Head, Historical Collections & Archives, the History of Medicine Room is available by appointment for meetings and presentations, M-F 9:00-4:00. All guidelines in the general access policy, including those pertaining to security procedures and food and drink, will apply.

Access to the History of Dentistry Room

The History of Dentistry Room, located in the Main Library, functions as a stacks space and presentation room for the History of Dentistry Collection. At the discretion of the Head, Historical Collections & Archives, the History of Dentistry Room is available to library staff for meetings. All guidelines in the general access policy, including those pertaining to security procedures and food and drink, will apply.

Access to HC&A stacks spaces

All HC&A stacks spaces are secured, limited-access areas. All visitors, including Facilities staff and contractors, must be accompanied by an HC&A staff member or a designated member of library staff.

Contact:

OHSU Historical Collections & Archives

hcaref@ohsu.edu

503-494-5587

<http://www.ohsu.edu/library/hca>

Access Policy updated 30 March 2016