

FOR ADDITIONAL INFORMATION, PLEASE CONTACT:

MANUSCRIPTS AND RARE BOOKS DEPARTMENT
J. Y. JOYNER LIBRARY
EAST CAROLINA UNIVERSITY
GREENVILLE, NC 27858

252-328-6671 (DESK)
252-328-0268 (FAX)

www.ecu.edu/cs-lib/specialcollections.cfm
www.ecu.edu/cs-lib/spcoll/MR-Main-Page.cfm
www.ecu.edu/cs-lib/spcoll/SpecialCollectionsReferenceFormService.cfm

CREDITS

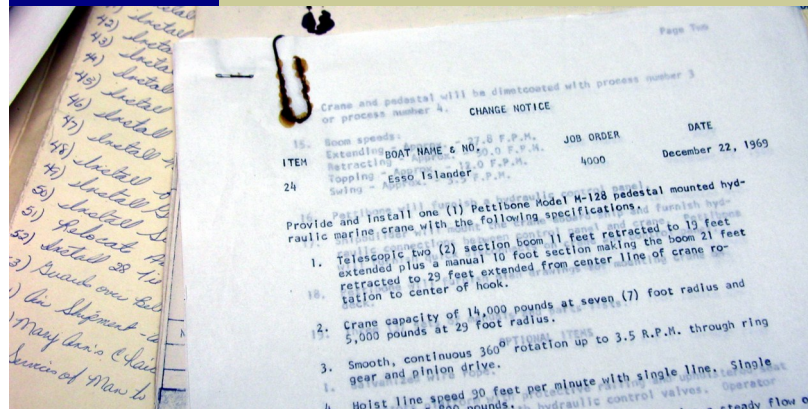
1. Text by Dale Sauter and Nanette Hardison.
2. Design by Dale Sauter and Nanette Hardison.
3. Special Collections Photos by Lynette Lundin.



Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA), should contact the Department for Disability Support Services at (252) 328-6799 (V) or (252) 328-0899 (TTY)

2011-2012

SPECIAL COLLECTIONS
J. Y. JOYNER LIBRARY



Users' Guide to Manuscripts and Rare Books



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INTRODUCTION

The Manuscripts and Rare Books Department supports the goals of Joyner Library and East Carolina University by acquiring, preserving, arranging, describing, and making available for research purposes original manuscript and archival collections, rare published works and other historical materials.

It maintains a closed stack, non-circulating repository for the care and security of its unique, rare and valuable historic collections.

The Manuscripts and Rare Books Department is open to the students, staff and faculty of East Carolina University and to members of the general public.

It provides equal access to all qualified researchers who provide the required proof of identification and of their willingness to abide by the rules and regulations of the repository.

The Research Room has three public computers available for research uses.

The Manuscripts and Rare Books Department is open to researchers and visitors Monday through Thursday from 8:00 AM to 6:00 PM, Friday from 8:00 AM to 5:00 PM, and on Saturdays and Sundays from 1:00 to 5:00 PM during the Fall and Spring semesters. We cease pulling requested items and photocopying fifteen minutes before closing time. For exceptions to operating hours, please consult the Manuscripts and Rare Books Department web site at <http://www.ecu.edu/cs-lib/spclcoll/MR-Main-Page.cfm> or call 252-328-6671.

CONDUCTING RESEARCH

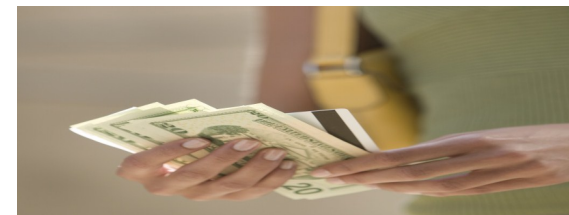
Research Room attendants will photocopy, scan or make photographic prints or negatives of a reasonable amount of collection materials for researchers.

Manuscripts and Rare Books Department staff reserves the right to deny reproduction of large bodies of material, restricted materials, entire collections, or complete containers.

In most cases, we can make your copies in a relatively quick manner. If there will be a significant wait for you, our staff will let you know.

Photocopy orders that total less than 50 pages are free of charge and orders that exceed 50 pages are \$0.25 per page for every page over 50. Scans done by Manuscripts and Rare Books Department staff are charged the same as black and white copies. Scans done by Digital Collections are \$9.00 or more, depending on the quality desired. Patrons who wish to see our reproduction fee schedule can go to <http://www.ecu.edu/cs-lib/spclcoll/MRreproductionfeeschedule.cfm>.

The Manuscripts and Rare Books Department cannot accept payment for photo duplication orders. Patrons must pay for orders at the Circulation Desk.



CONDUCTING RESEARCH

Requesting Photocopies of Items

You will be handed a folder containing specific instructions for requesting materials and photocopies. These instructions include an example form, flags and blank forms to get you started.

Please read these instructions first, then if you still have questions we will be glad to assist you with any procedures. However, as a reminder, Research Room attendants are not authorized to do what is considered the responsibility of the researcher.

For more information, patrons can go to <http://www.ecu.edu/cs-lib/spclcoll/copyingpermissions.cfm>.



TYPES OF MATERIALS COLLECTED

The department may acquire materials relating to any area of research interest.

However, it places particular emphasis upon acquiring papers, documents and publications within the following major collections housed in the department.

ARCHIVES AND MANUSCRIPTS

East Carolina Manuscript Collection

Focus: North Carolina, especially the East Carolina region, the tobacco industry, military and maritime topics, worldwide missionary activities. The East Carolina Manuscript Collection consists of manuscript collections, map collections, oral history collections, church records and genealogies.

University Archives

Focus: Historical, administrative and legal records of East Carolina University



TYPES OF MATERIALS COLLECTED

BOOKS

Rare Book Collection

Focus: Pre-1865 American slavery and maritime history

Hoover Collection

Focus: Worldwide history of Communism and Anti-Communism

Literature of the Fantastic Collection

Focus: Science Fiction and Fantasy

Special Collections Reference Collection

Stuart Wright Collection

Focus: American Southern Writers and their Works



CONDUCTING RESEARCH

University Archives

Website: <http://www.ecu.edu/cs-lib/Archives/>

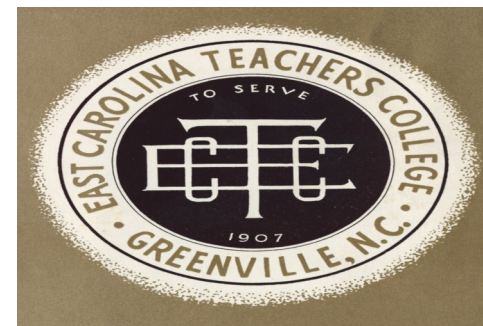
University archival records can also be found through Joyner Library's online catalog which can be accessed through Joyner's main web page <http://www.lib.ecu.edu>.

Note: You can limit searches to specific records by performing an advanced search. However, while ECU theses and dissertations can be found here, most unique archival materials cannot.

Rare Book Collection, Hoover Book Collection, Schlobin Book Collection and Special Collections Reference Book Collection

Go to Joyner Library's webpage to access Joyner's online catalog to locate information on books.

Note: You can limit searches to books and specific book collections by performing an advanced search.



CONDUCTING RESEARCH

Frequently Asked Questions

What is a Guide or Finding aid?

A guide or finding aid is a document produced to give researchers a summary of a collection of papers.

What is a Collection Number?

A number that is assigned to each collection when it becomes a part of the Manuscript Collection. The numbers are given out in consecutive order.

What does Mf., O.H., M.C., C.R. and os mean in the Collection number?

Mf. indicates a microfilm format. O.H. means that the collection is a oral history. M.C. stands for Map Collection (when everything in the collection is a map). C.R. stands for church records and os is the abbreviation of oversize.

Why do some collections have restrictions?

A donor can ask that some or all of the collection be restricted, usually for a set period of time. This means either no one can use that restricted material or the researcher must obtain permission to use it from the donor.

Why do some finding aids have only unprocessed information?

When no official guide has been written yet, Special Collections presents acquisitions information in the form of a skeletal descriptive summary and basic accessions information.

RULES AND REGULATIONS

Allowed Items

Paper
Pencils
Research Notes
Laptop computers and hand-held cameras (without flash or stands) in the Research Room if, in the opinion of the staff, they will not damage the collections or disturb other patrons. Cell phones, watch alarms, beepers, and other personal communication devices if turned off.

Prohibited Items

Food and drink
Tobacco
Books
Briefcases
Coats
Backpacks
Shopping bags
Umbrellas
Photocopiers or scanners
Or ANY other items that might be used to conceal collection materials or constitute a threat to security of collection materials.
Researchers may deposit prohibited items in the secure, no-cost, lockers or coat rack in the Reception Area.

RULES AND REGULATIONS

Patrons are required to register through Aeon which is an online system that allows patrons to register, manage their personal information, and track their Special Collections requests online. The Aeon link can be found on the Special Collections webpage.

Patrons must present valid photo identification (student I.D. or driver's license) at the service desk when they first arrive in the research room.

Researchers will be expected to verify their information through Aeon each academic year.

Researchers must agree to comply with all the provisions of the following Research Room Regulations:

In using materials, researchers:

- May have access to one box at a time
 - Must maintain the original arrangement of the collections
 - Should inform the staff member at the service desk of any items that are misfiled in the collections
 - Must have clean hands before handling any materials.
-

CONDUCTING RESEARCH

East Carolina Manuscript Collection

To search for online finding aids, go to the online database at <http://digital.lib.ecu.edu/special/ead/>

Information on manuscript collections can also be accessed through Joyner Library's online catalog which is accessible through Joyner's main web page <http://www.lib.ecu.edu>.

Note: You can limit searches to specific collections by performing an advanced search.

Black binders in Research Room

These contain inventories of some collections that are currently unprocessed and print versions of what is found in the online database. These inventories are arranged numerically by the collections' call numbers (collection numbers).

Card catalog in Research Room

These contain subject/topic specific index cards that refer you to an individual collection.

Many times these cards mirror the subject headings found in the online database.

On occasion, these cards will index an item to a specific level (for example a single letter) that may not otherwise be found in other locations listed above.

Note: These cards do not include unprocessed and/or more recently accessioned materials.

CONDUCTING RESEARCH

For consideration: Primary source research inherently requires much time by both staff and researcher. Please allow extra time in your schedule for things such as the challenge of reading handwritten documents, registration procedures, time for staff to retrieve your materials and photocopy requests.

Access to finding aids (guides, indexes, box and folder lists describing items in individual collections) is gained through a variety of mediums.

Use the general guidelines on the following page as a starting point. Please ask the staff any questions you may have.



RULES AND REGULATIONS

- Must keep documents flat on the table. Folders should also be lying flat on the table or in the box and never be in danger of tilting over onto the floor.
- Extreme care should always be taken when handling original fragile items.
- Must wear staff-provided gloves when handling any photographic materials out of their protective sleeves. This includes negatives and motion picture film.
- Must not lean on items or place paper, note cards or note pads on top of documents while taking notes.
- Must not use post-it notes to mark material
- Must not make marks and/or erasures on collection materials
- Must always use a pencil when taking notes since pens can damage documents
- Must not remove documents from the Search Room. Removal of items from the department is a criminal offense.

Staff reserves the right to examine all researchers' notes or possessions prior to a researcher's departure from the Search Room.

RULES AND REGULATIONS

Copyright

Researchers are responsible for obtaining permission to quote, cite, reproduce, or otherwise use collection materials from the copyright holders.

Literary rights to collection materials are not necessarily in the public domain.

The provision of access to, or duplication of, collection materials, does not constitute such permission.

When citing collection materials researchers must include the full source of the citation as in the following examples:

East Carolina Manuscript Collection materials:

Elias Carr Papers, J.Y. Joyner Library, East Carolina University, Greenville, NC

University Archives materials:

Chancellor's Office, Chancellor's Correspondence File, 1978-1979, University Archives, East Carolina University, Greenville, NC

For more examples, go to our webpage Citing Materials <http://www.ecu.edu/cs-lib/spclcoll/citationslist.cfm>.

RULES AND REGULATIONS

Restricted Materials

Special Collections staff reserves the right to deny access to any materials that have use restrictions or that are considered too personal for viewing.

