

James Smith Noel Collection: Reading Room Policy

This policy is to ensure the good condition and continued preservation of all materials held within the James Smith Noel Collection. This policy is also intended to protect the persons that access, use, and visit the James Smith Noel Collection. The reading room is the space provided to quietly use collection materials for research, assignments, and personal interests. Please read through the following guidelines for appropriate use, treatment, and access of materials from the James Smith Noel Collection:

- Researchers will be asked to register daily and discuss research needs with the Noel Collection staff. Please inform the Noel Collection staff if a Resource Request Form has been completed and approved.
- Researchers will also be monitored while in the Reading Room to provide any needed assistance and to respond to questions.
- No food, drink, or personal bags may be brought into the reading room or through the collection. Personal items will be stored in a secure area for the duration of the visit.
- Please set cell phones on silent. If necessary, please exit into the atrium area to conduct phone conversations.
- Please clean hands before handling materials.
- Use only pencils or laptop computers for note taking. Do not mark on, trace, lean on, fold or tear collection materials.
- Ask staff for a copy if you need copies made or images reproduced.
- The patron assumes responsibility for compliance with copyright, literary rights, or other legal questions arising from use of James Smith Noel Collection material.
- Cite James Smith Noel Collections materials used for display or in published or unpublished works by using the following terminology: “Courtesy of the James Smith Noel Collection, Louisiana State University-Shreveport.”

Created: September, 2022.

Reviewed:

Revised: