Friends Collection and College Archives

We thank you for your interest in our collection and hope your visit is a pleasant one.

Our Policies and Procedures are adapted from the policies in place at the Rare Book & Manuscript Library at the University of Illinois and Newberry Library in Chicago. These are standard policies throughout the Special Collections and Archival communities. Because Earlham is a place of higher learning, we want to help our students learn what would be expected of them in a standard Archive or Rare Book Room. Therefore we have adopted these policies not only because they are standard practice, but also to help our students form good habits for future research.

Types of collections:

We have two types of collections available for your use. In our main reading room we have open stacks. This is the Friends Collection. The Friends Collection contains books and other media on the history of the Religious Society of Friends (Quakers), local history, and items that would be of interest to genealogists. Some of these materials circulate (you can check them out) and some do not (they must stay in the reading room). We would be happy to help you determine which items you can and cannot check out.

We also have “rare,” archival materials on Quaker history and Earlham College. These items are unique and do not circulate. If you would like to view these materials, we would be happy to retrieve them for you.

Policies and Procedures:

1. No food or drink permitted in the reading room.
2. All backpacks, laptop cases, jackets, water bottles, etc. must stay by the front door.
3. Please register at the reference desk to use archival materials.
4. Only pencil may be used while working with the materials (Friends and Archival). No pens, markers, or crayons. Pencils are available at the reference desk if needed.
5. You may use as many books from our Friends Collection as you can reasonably use at one time; however, please return them to the reference desk when you are finished. We will put them back on the shelves for you.
6. Patrons are generally permitted one box or two books at a time from our archival collection.
7. The exact order of archival materials must be preserved. Only one folder at a time should be removed from a manuscript box. Maintain the order of materials within folders and within the box.
8. All items should be handled with care. Staff will be happy to assist in the proper handling of materials.
9. You must consult archive staff before photocopying, photographing, or scanning materials. Permission will be based on the condition of the item and other factors specific to the materials in question.
10. Handle library materials with clean, dry hands.
11. Patrons must not attempt to cut uncut pages in books. See the archivist for help.
12. Do not mark pages or write on paper laid on top of a book or archival document.
13. You may use a laptop while working with the materials.
14. Please put your cellphone on vibrate while in the reading room and go outside to answer calls.

Thank you.