



**THE AMERICAN UNIVERSITY IN CAIRO
RARE BOOKS AND SPECIAL COLLECTIONS
LIBRARY EXTERNAL USER REGULATIONS**

The Rare Books and Special Collections Library (RBSCCL) is a research-level library containing rare and sometimes fragile information resources that must be treated with care and respect. Consequently, it is imperative that patrons and staff assist in the preservation of the collection so it will be available for future generations as an incomparable source for information about the region. To this end, all patrons are expected to abide by the following regulations:

1. Only AUC ID card holders or registered patrons may use the RBSCCL
2. Handbags and other containers should be left in the lockers at the gate (even if empty) and library staff and AUC security guards reserve the absolute right to inspect all materials from the library.
3. For information please ask for assistance from the Research Help Desk staff. Users requiring archival materials and other special collections, you should make an appointment at the Research Help Desk.
4. A quiet and clean environment must be preserved in all reading areas of the library. Keep mobile phones on silent mode. If you need to make a call please step out of the library. No food or drinks are permitted at any time.
5. RBSCCL materials are non-circulating and must be used within the reading room areas adjacent to Research Help Desk. Only three books can be checked out from the locked cabinets at a time.
6. Care must be taken of all library materials. Users must not mark, annotate or otherwise damage Library materials. Users will be expected to reimburse the library for the cost of any damage caused to library materials, whether intentionally, recklessly or negligently. Certain materials may require readers to wear white cotton gloves.
7. Only pencils are permitted for taking notes when using rare materials. Pencils can be borrowed from the Research Help desk.
8. Laptop computers (without cases) may be brought inside the library.
9. For obtaining photocopies, digital scans or photographic reproductions of items from RBSCCL collections, fill out request to be approved by the Research Help Desk staff. The Reprographics Center is the **ONLY** place where photocopies or digital scans may be made. To use personal cameras, please ask for assistance from the Research Help Desk staff. There is a charge per shot, even using your personal equipment.
10. Users are not allowed to exceed reproducing 10 percent of the pages or one chapter of the book. This is required by copyright laws to which the library must conform.
11. Patrons are expected to remain courteous and respectful of other users and staff at all times and those causing a disturbance or refusing to abide by the rules of the RBSCCL will be asked to leave and their privileges may be revoked.

I, the undersigned, confirm that I have read and understood the regulations and that I agree to abide fully by these conditions during my membership of AUC Rare Books and Special Collections library I understand that failure to comply with the conditions may result in cancellation of my membership.

Name (Please Print) _____

Signature _____ Date _____