

Access policy for Rare Books and Special Collections during COVID-19 – Summer/Fall 2020

Please consult the library's [important information about library services, resources, and research & instruction support](#) before contacting RBSC in order to determine if your request can be filled by the other options provided to you by NIU Libraries. We understand that this is a difficult time for everyone and are doing our best to streamline requests in order to make resources available to you as quickly as possible.

VIRTUAL ACCESS TO MATERIALS

Requests for materials will be evaluated on a case-by-case basis. Requests may not be honored due to the nature or condition of materials or because of rights restrictions, as stated in the standing policy.

Digital surrogates of materials will be made available when possible. Requests for scanned materials are limited by capacity. Scans of copyrighted materials will abide by the Fair Use policy as defined in §107 of the U.S. Copyright Law. Materials not permitted for digitization as outlined by donor agreements will not be scanned regardless of request.

Images for publication, exhibition, or other non-research use will need to submit a [permission to publish form](#).

NIU Faculty, Staff, and Students

Requests that support remote teaching and learning are given priority and will be free, but limited by capacity. We will scan 5 folders for instruction purposes, and 3 folders for research purposes. Scans of published materials will be limited to amounts approved by Fair Use or 50 pages, whichever is reached first, if the title is not available through [HathiTrust](#), [Internet Archive](#), [Gutenberg](#), NIU subscriptions to [databases and eBooks](#), or materials [available for checkout](#) through NIU and our institutional partners. Please complete the [digitization request form](#) and we will assess your digitization needs.

Non-NIU Affiliated Researchers

NIU Libraries Digital Imaging Lab will continue to take requests and fill them in order of request as soon as staff are permitted to return to campus. See information and updates on [NIU's COVID-19 response](#). Scans will be provided for free if used for research purposes and are only to be used by the person who has requested the materials. Please complete the [digitization request form](#) and we will assess your digitization needs.

PHYSICAL ACCESS TO THE MATERIALS, THE CENTER, AND THE READING ROOM

In most cases, requests to consult materials in-person will be denied. Please contact [Sarah Cain](#), Head of RBSC, if you believe that you have a special case. Include detailed reasons as to why digital surrogates will not work for your purposes.

Information regarding physical access to materials from the library's general collections and the Founders Memorial Library building can be found here: <https://libguides.niu.edu/continuity>.