

Division of Special Collections, Archives and Rare Books
University of Missouri – Columbia

<http://mulibraries.missouri.edu/specialcollections/>

Location: 401 Ellis Library

Phone: (573) 882-0076

E-mail: SpecialCollections@missouri.edu

Using Special Collections Print Resources

Finding Sources

Special Collections holds a wealth of research materials and primary sources, but it is a closed stacks collection, which means that patrons cannot browse for materials the way they can in the rest of Ellis Library. Most items are catalogued in MERLIN, or you can ask Special Collections staff for assistance in locating resources.

Here is an example of what the MERLIN screen for Special Collections materials will look like:

Record: Prev Next								
Author	Brackett, Anna C. (Anna Callender), 1836-1911.							
Title	Woman and the higher education / ed. by Anna C. Brackett.							
Published	New York : Harper, 1893.							
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 33%;">LOCATION</th><th style="width: 33%;">CALL #</th><th style="width: 33%;">STATUS</th></tr></thead><tbody><tr><td>MU ELLIS SPEC RARE</td><td>LC1756 .B8</td><td>LIB USE ONLY</td></tr></tbody></table>			LOCATION	CALL #	STATUS	MU ELLIS SPEC RARE	LC1756 .B8	LIB USE ONLY
LOCATION	CALL #	STATUS						
MU ELLIS SPEC RARE	LC1756 .B8	LIB USE ONLY						
Description	x, 214 p. ; 16 cm.							
Series	The distaff series							
Contents	Bellamy, Mrs. B. W. General introduction.--Brackett, A. C. Preface.--Willard, Mrs. E. (H.) A plan for improving female education.--Embury, Mrs. E. C. (M.) Female education.--Mitchell, M.							

In the location box, you can see that MU ELLIS means that the book is in Ellis Library. SPEC stands for Special Collections. RARE stands for the Rare Collection.

All Special Collections materials have location codes that begin with MU ELLIS SPEC. The next part of the location code will be the name of the collection (in the example above, the Rare Book Collection). There will sometimes be an additional shelving designation after that (such as FO or XFO). These codes help Special Collections staff locate specific materials.

How do I get to use Special Collections resources?

In order to use the print materials, you must come to the Special Collections Reading Room (room 401) during regular operating hours, and staff will retrieve materials from storage. You will also need to have the following information:

- Author and title
- Name of the collection (RARE, CLOSED, etc.) and shelving designation (FO, XFO), if applicable
- Call number
- Year or volume number (in the case of a multi-volume work)
- Your picture ID (student ID card or a driver's license)

This information will be used to fill out a call slip for each title you would like to see.

After you fill out the call slip, Special Collections staff will go to the room where this book is stored and get it for you. Our books must be used in the reading room, with only a few exceptions. To find out more, read our Book Use Policies on the other side of this page.

What if I'm not looking for a rare book?

The procedure for all of our books is exactly the same: find it in MERLIN or ask a librarian to help you, come to Special Collections, fill out a call slip, and the staff will get the book for you. All the collections and their codes are listed below. You can find out more about the collections by visiting the Special Collections website.

Collection Name	MERLIN location code
Rare Collection	RARE, RARE FO, RARE XFO, and RARE RES
Rare Reference	RARE REF
Closed Collection	CLOSED, CLOSED FO, and CLOSED XFO
Comic Art Collection	COMIC and COMIC FO
Historic Textbook Collection	TEXTBOOK
Thomas Moore Johnson Collection of Philosophy	TMJOHNSON
Mary Lago Collection	LAGO
Frank Luther Mott Collection of American Bestsellers	FLMOTT
John Gneisenau Neihardt Collection	JGN
William Peden Short Story Collection	PEDEN
University of Missouri Collection	MU
Sanborn Fire Insurance Maps	SANBORN
Microform Reference	REF

Any other questions?

If you need any other help with our materials, or you can't find something in MERLIN that you know we have, just let us know. You can contact us through our website, by e-mail, or by telephone.

Book Use Policies

The book collections are open to all users during regular hours of service.

Readers must fill out a call slip for each title needed. Information on the call slip includes the book's author, title, call number, and the name of the collection to which it belongs. Patrons must provide their name, address, ID number and telephone number. Positive photo identification is required.

Rare books, manuscripts, and other materials from the division's book collections must be consulted in the Reading Room only (room 401). Most materials do not circulate. Books from the Closed and Comic Art Collections may be checked out subject to condition and the discretion of Special Collections staff.

All materials in the department must be handled with great care. No marks may be added or erased. No tracings or rubbings may be made without specific written permission. Books should lie on the book cradle or flat on the table while being consulted. No books, papers, or objects may be laid on top of the materials, nor should the reader lean on them. Special Collections staff may request patrons to wear cotton gloves in the case of particularly old or fragile materials. Book stands, pillows, and weighted snakes are available to aid use of fragile materials.

The use of ink pens around the books is not permitted. Pencils are available upon request.

Patrons must stow all large personal belongings, including coats, backpacks, umbrellas, large purses, and briefcases, in the shelving or lockers provided.

Photocopying of rare materials is restricted. Special Collections staff will determine the suitability of photocopying other materials based on condition and age.