ALABAMA GALLERY POLICY

The Alabama Gallery is the Library's special collections area, which contains materials separated from the general collection. These materials may be segregated for various reasons, including: format, subject, period or geographical area, rarity, fragility, or value. The primary purpose of the Alabama Gallery’s collections is to serve researchers whose interests pertain to Alabamians and the State. The Gallery houses two collections: the Alabama Collection and the Rare Book Collection. The Alabama Collection consists of those materials which are about Alabama or are authored by Alabamians. Materials about the local region and the University are also collected. The Rare Book Collection consists of items that are considered valuable due to their age or uniqueness. Because of the nature of the collections and staffing considerations, certain restrictions are placed on access and use of the collections. The following policies are guidelines for the Alabama Gallery:

1. The doors of the Alabama Gallery remain locked at all times.

2. Please note that the Alabama Gallery is open by appointment only. Please visit the Reference Desk on the 2nd floor or call 782-8034 to schedule an appointment.

3. The Alabama Gallery is closed during evenings and on weekends.

4. A staff member must be present while a patron utilizes the collections.

5. Materials may only be removed from the Gallery for photocopying and with permission of the staff member present.