

**----YALE UNIVERSITY LIBRARY
MAP DEPARTMENT
130 Wall Street, New Haven, CT
SECURITY POLICY LETTER**

Date: AS OF September 21, 2009

RE: SECURITY POLICIES FOR THE MAP DEPARTMENT COLLECTION

Welcome to the Map Department Collection at the Yale University Library.

The Collection is located in the Sterling Memorial Library. Our hours for Yale Faculty, Students, Staff, qualified researchers, and visitors are Monday thru Friday, 10:00 AM – 12:00 PM and 1:00 PM – 5:00 PM. The collection is closed any weekday that the Sterling Memorial Library is closed.

The Map Department Collection is a non-circulating collection, and all materials must be used in the Map Department Reading Room. While you are visiting the Map Department, please observe the following policies and procedures.

1. Entrance for all Readers and Visitors is allowed only through the entrance door to Room 707.
2. Yale Faculty, Students, and Staff must present a current Yale ID to gain access to the Map Department.
3. A visiting Reader not affiliated with Yale will need to register at the Yale University Library's Privileges Office located behind the Research Help Desk in the nave of the Sterling Memorial Library. The visiting Reader will receive a Yale Library-issued ID at the Privileges Office.
4. A special visitor (non-reader visiting for a special purpose such as a meeting) to the Map Department will need to present a photo ID to the Map Department representative and be escorted at all times while in the Sterling Memorial Library and in the Map Department. The visitor will also be required to check in and out of the Electronic Visitor Log.
5. All Readers will present ID to the Map Department Staff Member. The Reader will read this *Security Policy Letter* that applies to the Map Collection on their first visit and sign the Visitor Policy Registration Log. When Readers check into the Electronic Visitor Log for subsequent visits, it will be considered an acknowledgement that they will continue to abide by this *Security Policy Letter*.
6. The Reader will check in and out of the Electronic Visitor log upon entering and leaving the Map Department for any reason.
7. Other than a laptop and camera (without cases), no other personal items are allowed into the Reading Room. Personal items will be placed on or near the coat rack located in the department.
8. If needed, the Map Department Staff will provide pencils and paper for note taking and a magnifying glass for viewing maps.
9. A Reader may have only one (1) rare item from the collection to examine/study at a time. An additional item may be viewed when one (1) item is returned. If a Reader needs to

compare two (2) or more maps together at the same time, arrangements can be made by request on a case by case basis.

10. A “rare print map viewing request” form must be completed for each item requested.
11. The Library Staff will inspect an item before it is given to the Reader and again when it is being returned.
12. Should the Reader need to leave the Map Department temporarily, the item being examined must be returned to the Library Staff. At no time is material to be left in the Reading Room. In addition, the Reader is to check out of the Map Department using the Electronic Visitor log. When the Reader returns to the Map Department it is necessary to check back into the Map Department using the Electronic Visitor log. The last item being used will be returned to the Reader. Readers must take any equipment such as laptops and cameras out of the Reading Room when they leave the Reading Room and/or Map Department for any purpose. Such equipment must be presented to the Library Staff for inspection prior to departure.
13. At the time of departure, the Staff Member will inspect the loaned material upon its return. In addition, the Reader will present all items brought into the Reading Room to the Staff Member for viewing.
14. Inquire of the Library Staff regarding copying and photocopying restrictions and procedures.
15. The only place that rare materials may be viewed by Readers in the Map Department is the Reading Room. (Note that GIS consultations for Readers may be done outside of the Reading Room).
16. Security devices such as CCTV are in use in the area.
17. Members of the Yale University Library Security patrol all areas of the Library. A Reader may be asked to provide identification at any time.

Should you have any questions regarding the Security Policies pertaining to the use of the Map Department or need addition information, please contact the Library Staff.

To indicate that these policies have been presented to you and to ensure that these policies have been read and understood, you are asked to sign the Visitor Policy Registration log.

Thank you.