

C|M|LAW LIBRARY SPECIAL COLLECTIONS: READING ROOM PROCEDURES

The Special Collections of the Cleveland-Marshall College of Law Library at Cleveland State University contain resources for the free use of students, faculty, and other researchers that are useful for local history research, including the Sam Sheppard Case Collection. Resources in Special Collections are often rare, unique, or in need of special care.

All researchers must review and sign the library's Patron Registration Form. Registration allows us to protect the materials and enables us to evaluate how collections are being used.

Access

Electronic/Digital Items

The digital files are exact replicas of the physical materials. Using the digital files for research is strongly encouraged, as many more items can be accessed more quickly.

- Patrons may schedule one 2-hour block of time daily (additional time possible if a computer is available) for viewing files on the computers in the reading room Monday through Friday:
 - 9:00 am - 11:00 am
 - 11:00 am - 1:00 pm
 - 1:00 pm - 3:00 pm
- Electronic/digital files may be saved onto a USB or external hard drive.

Physical Items

Special Collections materials are solely for reference and do not circulate.

- If you have a lengthy project, please discuss it with the staff. Currently, users may schedule one half-hour per day between the hours of 10:00 am and 3:00 pm.
- Researchers are permitted to view ten (10) items at a time. Please take care to keep the documents in the order in which you receive them.
- Arrive at the reading room with clean hands, washed with only soap and water. Lotions and hand sanitizers are to be avoided before handling materials as they contain harmful residues.
- No food or drink is permitted in the reading room at any time.
- All personal belongings, except those necessary for research (paper, pencils, and laptop computers), should be placed in the reading room office, including coats, backpacks, and laptop cases.
- Pens and highlighters may not be used in the reading room—only pencils and laptops/tablets are allowed.
- Materials must be handled only at the designated tables and must lie flat; do not place items in your lap or hold them up. Do not rest objects or take notes on top of materials.
- If an item appears to be misfiled, damaged, or otherwise out of sorts, please inform the staff member on duty.
- Some materials in the collection may be inaccessible for a variety of reasons including, but not limited to: condition of the material, legal considerations, and the requests of the donors.

Due to staffing and/or time restraints, we may not be able to accommodate all research requests.
To schedule a reading room session, please call 216-523-7394.

C|M|LAW LIBRARY SPECIAL COLLECTIONS

PATRON REGISTRATION FORM

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Institutional Affiliation (if any) _____

Position:

- ☐ Faculty/Staff
- ☐ Masters/Doctoral Student
- ☐ Undergraduate Student
- ☐ Alumni
- ☐ Member of the Public
- ☐ Other (please specify) _____

Purpose of Research:

- ☐ book/article
- ☐ thesis/dissertation
- ☐ essay / class paper
- ☐ administrative use
- ☐ personal research
- ☐ other (please specify) _____

Description of Research Project (if applicable):

Copyright

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Acknowledgement:

I have read and agree to abide by the C|M|LAW Library Special Collection's Reading Room Procedures. I shall obtain the permission of copyright owners where required by law if I wish to make further reproduction of documents.

Signature _____ Date _____