Policies Governing the Use of the Medical Heritage Center Collections

The Medical Heritage Center (MHC) has established these procedures to maintain the integrity of its collections and to ensure they are available for future generations of researchers.

The collections of the Medical Heritage Center are available to the public by appointment. In advance of your visit, visitors are encouraged to contact either Kristin Rodgers, Collections Curator, at kristin.rogers@osumc.edu or (614) 292-9966, or Judy Wiener, Head Curator, at judith.wiener@osumc.edu or (614) 292-9273. This enables the MHC staff to assemble the materials before you arrive and render your visit more efficient.

Reading Room Procedures

1. During each visit to the MHC, visitors to the reading room will sign the collection use log. This log must be signed regardless of whether or not MHC collections are used. By signing the log, you are agreeing to the policies and procedures described in this document and are entitled to receive a personal copy. More extensive research needs may require the need to complete a research form.

2. Coats, hats, briefcases, packages, umbrellas, packs, handbags, and all other personal property will be placed in the coin-operated lockers located in the entrance to the reading room. Coins can be provided to you by a MHC staff member.

3. Using an individual slip for each request, researchers will fill out call slips for all requested materials and submit completed call slips to the staff member on duty.

4. All collection materials will be consulted only in the reading room, and must be returned to the staff member on duty before the researcher leaves the library. Arrangements may be made to reserve materials for continued use in the near future.

5. The library may limit the number of items a researcher may request at one time.

6. Eating, drinking, chewing gum, and use of any form of tobacco are prohibited.

7. Only SOFT-LEADED PENCILS SHOULD BE USED. The use of pens, markers, or indelible pencils is not permitted in the Reading Room.

8. The researcher is responsible for the careful handling of all materials made available. Manuscripts and books may not be leaned on, written on, folded, traced over, or otherwise handled in any way that may damage them. No marks may be added or erased.

9. Manuscripts and archives are to be maintained in the order in which they are received by the researcher. Materials that appear to be out of order should not be rearranged by the researcher but should instead be brought to the attention of the staff member on duty.

10. Fragile materials require special handling; in some instances the researcher will be asked to use supports, cradles, or stands, and/or gloves while using fragile material.

11. The MHC Reading Room is a place of quiet study and is not to be used as a location for group study. Facilities exist within the library to house study groups. See the staff person on duty for recommendations.

12. Patrons using MHC material have priority use of the MHC Reading Room. Those using the room for quiet study may be asked to move to accommodate those using MHC collections.

Reading Room Services

1.) Reference assistance as well as assistance in using the public catalogs and collection finding aids is available.

2.) Microfilm readers, audio, and video equipment are available for use of non-print media. In some instances, advance notice is required for equipment to be available.

3.) Ask the staff member on duty about reproduction of materials. Fees apply for photocopying services. All photocopying must be performed by staff.