1. Reading Room is open M-F 1-4:30 & by appointment

2. RR materials are open to use; materials from the Lab or Vault must be requested (please allow for 2 days' notice for unprocessed materials)

3. To find materials, you can look them up by their Finding Aid [available in RR & online (menominee.libguides.com/specoll)] or through the Library’s catalog (menominee.edu/library)

4. To access materials in the Lab/Vault, please fill out the Researcher Application (Appendix A). If you would like digital copies of a document (and it is available for digitization), please fill out the Request for Reproduction (Appendix B).

5. Some materials require additional care and it may be essential for you to use archival gloves, lab coat, and/or face mask. (all these items are available)

6. Please keep items in order presented to you, if items are accidently taken out of order, alert staff immediately

7. Once finished with materials, please let staff know and they will return items accordingly
Contact Information

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