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# FIU LAW LIBRARY SPECIAL COLLECTIONS POLICY

*Revised April 2022*

## PURPOSE

The mission of the FIU Law Library Special Collections is to identify, collect, organize, describe, and preserve rare, unique, and out of print materials and collections related to the development of the law and legal systems of South Florida, Latin America, and the Caribbean.

FIU Law Library Special Collections supports and assists the legal research and scholarship of FIU College of Law and FIU students, faculty and staff and the research need of the wider community.

## THE COLLECTION

The collection includes primary and secondary source materials, books, pamphlets, manuscripts, archival records, photos, artifacts and media related to the legal history of South Florida, Latin America, and the Caribbean.

## RESEARCH

Direct access to the collections is restricted. Upon receipt of a request, Law Library Special Collections staff will review the collections, retrieve and prepare the materials for use by patrons in the Special Collections Reading Room.

Researchers are encouraged to explore FIU Law Library Special Collections holdings and databases searching the online catalog at, <https://law.fiu.edu/library/>. Explore as well as our digitized collections accessible online at, [Law Library Special Collections](#).

For additional information about FIU Law Library Special Collections, scope, access and use policies contact FIU Law Library at [Ask a Law Librarian](#).

## READING ROOM POLICIES

The Special Collections Reading Room is reserved and available for patrons using materials from Law Library Special Collections and archives.

- Books and collections are stored in restricted access shelves.
- Appointments are required for the use of any items housed in Law Library Special Collections.
- Identified research materials are prepared for appropriate handling and preservation and placed for use in the Special Collections reading room.
- Materials cannot be checked out of the library.
- Food and drink in any form are prohibited.
- Patrons are requested to use pencils only for taking notes.

- For items in good condition, patrons can photocopy and scan using the portable scanner inside the reading room and connecting the scanner to personal laptops; or
- Law Library staff can do scanning.
- Photocopying and scanning of some documents may be restricted, depending on the condition and fragility of the material.

## PERMISSIONS AND CITATIONS

### PERMISSIONS

FIU Law Library Special Collections provides copies of materials in our collections for private study, scholarship, or research. Patrons are responsible for determining the proper copyright holder and securing permission to publish, quote, broadcast, exhibit, or perform that work.

FIU Law Library Special Collections will provide all available information about the copyright holder of materials found in our collections. For more information about copyright, please visit the [General Copyright Information](#) pages at FIU Libraries website.

### CITATIONS

FIU Law Library Special Collections must always be cited as the source of text or images when published or otherwise distributed. In general, Special Collections & University Archives materials should be cited as:

[title of work or collection name], Special Collections, Law Library Florida International University.

Please contact us to schedule an appointment at [Ask a Law Librarian](#).