



## Other Information

### **Access privileges at the Princeton University Library**

A valid Princeton University ID or access card is required at all times to enter Firestone Library and the Marquand Library of Art and Archaeology. Several libraries require a valid Princeton University ID during evenings and weekends. Call 609-258-4820 or see the Library home page for information about hours. The Furth Plasma Physics Library on the Forrestal campus offers access only by appointment; call 609-243-3567 for information.

Guests should review the Access Policy, which is available on the Library home page (click on **FOR VISITORS** under **ABOUT THE LIBRARY**), and call the Access Office at 609-258-5737 well in advance of their visit.

### **Access privileges at other libraries**

Princeton is a member of SHARES, a consortium of academic and research libraries in the United States and abroad, many of which have reciprocal access agreements. Among them are the libraries at Columbia, NYU, Penn, Rutgers, and Temple. You will need to present your valid Princeton University ID and one other form of identification for access to these libraries. Contact: April Miller (aprilm@princeton.edu or 609-258-5737).

### **Accessibility**

All libraries are at least partially accessible to people with disabilities. If you have questions regarding special assistance or assistive technologies, please call Sandra Rosenstock at 609-258-6054 or send a message to rose@princeton.edu.

### **Carrels**

Carrels are private study spaces located within libraries. Carrel holders may charge materials to their carrels for extended periods. Faculty, graduate students, and seniors in the humanities and social sciences may apply for a carrel in Firestone Library by filling out an application form in the Access Office or online. Several branch libraries also offer carrels; consult branch library staff for information. Lewis Library also offers lockers.

### **Confidentiality of Library records**

Princeton University Library records relating to an individual patron's use of the Library and its resources shall be treated as confidential. These records will not be disclosed to others except with the consent of the library patron.

See <http://library.princeton.edu/confidentiality/> for additional information.

## **Copyright**

Princeton University and its Library comply with United States copyright law. For questions about appropriate use of materials that may be under copyright, consult Trevor A. Dawes ([tdawes@princeton.edu](mailto:tdawes@princeton.edu) or 609-258-3231). Please also refer to the Office of General Counsel's "Copyright Basics" website at <http://web.princeton.edu/sites/ogc/copyrightbasics.htm>.

## **Exhibitions**

Exhibitions are on view throughout the year in Firestone, in the Mudd Library, and in the East Asian Library. Events and lectures associated with Library exhibitions, as well as viewing hours, are listed on the Rare Books and Special Collections website at [www.princeton.edu/rbsc](http://www.princeton.edu/rbsc).

## **Food and beverages**

All food and most beverages attract insects and other creatures that attack and destroy books. Do not bring food, or any beverage other than unsugared water (if permitted), into the libraries.

## **Friends of the Princeton University Library**

All students, faculty, and staff are invited to join the Friends. Membership includes three issues of *The Princeton University Library Chronicle*, the Friends' newsletter, and invitations to special lectures, events, trips, and exhibition openings. Contact: [libraryf@princeton.edu](mailto:libraryf@princeton.edu), [www.fpul.org](http://www.fpul.org), or 609-258-3155. Princeton undergraduate and graduate student members not only have access to the activities coordinated by the Friends, but are invited to events specifically designed for them by the Student Friends of the Library. Student membership is free of charge. Contact: [www.fpul.org/student\\_frds.html](http://www.fpul.org/student_frds.html).

## **Gifts-in-kind**

The Princeton University Library gratefully accepts gifts of books, manuscripts, and other materials that are within the scope of its collections and that meet certain other criteria.

We ask that prospective donors consult with the appropriate Library staff members before making arrangements to have gifts sent or delivered.

Please note that by law the Library cannot appraise or estimate the value of any gift.

For further information, please refer to the policy concerning gifts-in-kind at <http://library.princeton.edu/about/gifts-in-kind.php>.

## **Lost and found**

For assistance with personal belongings lost or found in Firestone Library, please consult the guard at the security desk in the lobby. To inquire about personal belongings lost or found in a branch library, please consult staff at the circulation desk of that library.