

# **Policies**

- Digital Collection Copyright Policy
- > Take Down Policy
- > Restriction Policy Use Fee Schedule
- Regulations Regarding Use
- Processing Manual

Music Special Collections

**University Archives** 

- Collecting Policies

## **Current Exhibitions**



**Mormon comics** August 2016 – March 2017, Floor 1



**Discovering the United States Exploring Expedition comics** August 2016 – March 2017, Floor 1

## **Latest Blog Posts**

view all



**George Reynolds papers** September 16, 2016 – Ryan K. Lee



**Henry Bird diary** September 9, 2016 – Ryan K. Lee

## **Upcoming Events**

**Motion Picture Archive: Only Angels Have Wings** November 4, 2016

2017 A. Dean Larsen Book Colecting Conference March 17-18, 2017

### Forms & **Applications**

- Copy Requests
- > Folklore Forms
- Redd Fellowship Application
- > Undergraduate & Graduate **Internship Applications**

### **Frequently Asked** Questions

- Where is Special Collections?
- Special Collections Copying
- High resolution scanning of Special Collections materials
- > How do I view historical photographs or images in Special Collections?
- What is the Americana collection?
- → See all FAQs

### **Additional** Resources

- > Conservation Information
- > History of Special Collections
- > Top of the Mind BYU Radio Show Episodes Featuring Special **Collections Materials**

Chat

**図** Email

Phone

? FAQ

Directory

Services

**♥** Places

**Events** 

About

**★** Feedback

- Guides (S)
- Databases 😻
- Journals III
- **Collections** 
  - Articles 🖺
  - Books

Audio 🞧

- Video 📇
- More →

← Special Collections

### **Collecting Policies**

The curatorial staff of the L. Tom Perry Special Collections dedicates a significant amount of time to the location and acquisition of materials that have potential research value. Their collection development activities are governed by Special Collections Coordinating Committee. The following policies detail the types of materials that we feel will have long-term historical value and that we will consider acquiring.

### Mormonism, Utah & the West

19th Century Mormon and Western Manuscripts

20th and 21st Century Western and Mormon Americana

21st Century Mormon and Western Manuscripts

Mormon and Americana Collection

Veteran's History Collection Development Policy

#### Literature

**Louisa May Alcott Collection** 

**Burns Collection** 

Rowe Collection of William Wordsworth

**Melville Collection** 

**Whitman Collection** 

**American Reader Collection** 

Mormon Literary Manuscripts

Victorian Collection

**Edwardian Collection** 

American Rare Literary Authors Collection

#### **World History**

Collection Development Policy for the Modern Fine Printing

**Collection in Special Collections** 

**History of Printing** 

**History of Science** 

**Renaissance and Reformation** 

William A Wilson Folklore Archive Collection Development

Rare Japanese Collection Development Policy

### **Photographs**

**Photographic Archives** 

#### **Arts & Communications**

Film Music Archive

#### **BYU History**

**University Archives Collecting Policy** 

<u>Professional Papers Program Collection Development Policy</u>

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P.O. Box 26800, Provo, UT 84602-6800 (801) 422-2927

- **Guides (S)**
- Databases 😻
- Journals III
- Collections 🖴
  - Articles 🖺
  - Books
  - Audio 🕠
  - Video 📇
  - More →

← Special Collections

### **Graduate Internships**

### **Application Form**

**Download Application Form** 

### **Application deadlines**

- Winter 2018: November 15, 2017
- Spring/Summer 2018: March 15, 2018
- Fall 2018: July 15, 2018

#### **Overview & Instructions**

The L. Tom Perry Special Collections can provide students in MLS programs with volunteer or practicum experience in archives and special collections, space permitting. Students may choose to work on one or more projects within the department, including collection development, archival processing, archives management, reference work, or outreach.

To learn more about Special Collections internship opportunities for MLS students and how they might fit with your MLS program requirements, please contact Special Collections Internship Coordinator Maggie Gallup Kopp at (801) 422-6276 or <a href="maggie-kopp@byu.edu">maggie-kopp@byu.edu</a>. Internships are usually available during the Fall, Winter, and Spring/Summer semesters.

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Chat

Cila

**図** Email

Phone

Directory

? FAQ

Services

**♥** Places

**Events** 

About

- Databases 😻
- Journals III
- Collections
  - Articles 🖺
  - . . . . . . . .
  - Books
  - Audio 🙃
  - Video 📇
  - More →

### The Charles Redd Fellowship Award

### **Application Form**

**Download Application Form** 

#### **Overview & Instructions**

The Charles Redd Center for Western Studies and the L. Tom Perry Special Collections are pleased to announce the creation of the Charles Redd Fellowship Award in Western American History.

Fellowship awards of \$1,000 – \$3,500 will be made on an annual basis to students and scholars interested in pursuing research on the Mountain West in the L. Tom Perry Special Collections. Each award will fund up to one-month's research in Special Collections.

Award funds are to be used for research support, including travel and lodging expenses, but not as salary. The amount of the fellowship award will be determined by the research needs of the applicant. Awards are to be used for scholarly projects including preparation of seminar papers, theses, dissertations, monographs, and book length projects.

Established in 1956, Special Collections has 14 full-time curators. Manuscript collections number more than 9,000; almost 1 million photographic images are held by the L. Tom Perry Collections; and more than 300,000 rare books are available for use.

Applicants with a general scholarly interest in Mountain West history are encouraged to apply. Special Collections holds extensive manuscript materials documenting 19 th and 20 th century western American history. With the upcoming 150th anniversary of the 1857-1858 Utah War approaching, researchers with an interest in that subject are also encouraged to apply.

Those interested in applying may apply online at the L. Tom Perry Special Collections or request a form at (801) 422-3514. All applicants are required to submit four copies of the completed (printed) application form and supplemental information as requested on the form, no later than March 15, to:

John Murphy, Fellowship Coordinator
L. Tom Perry Special Collections
Provo, Utah 84602
(801) 422-6370
reddfellowship@byu.edu

Announcement of the award[s] will be made by the following April. Funds will be available on May 1.

- Cila
- 🖾 Email
- Phone
- Directory
- ? FAQ
- Services
- **♥** Places
- **Events**
- About

Chat

**⊠** Email

Phone

? FAQ

Directory

Services

**♥** Places

**Events** 

About

**★** Feedback

Guides 🕲

← 2b

Databases 😻

Journals III

Collections 🖴

Articles 🖺

\_ . \_

Books

Audio 🙃

Video 📇

More →

← Special Collections

### **Copy Requests**

#### **Photocopying/Digital Copies**

Certain materials and books in Special Collections may be able to have portions photocopied. Approval for photocopying is made on a case-by-case basis by the Reference Librarian or Curator. A Photocopy Request Form may be printed by clicking on the link below. Please note that there is a cost of \$0.25 cents per page for all Special Collections material.

**Download Photocopy Request Form** 

### **Photocopying/Digital Copies Policy and Instructions**

- All photocopying must be approved by full-time reference staff or a curator
- Obtaining a photocopy does not grant the receiver the right to publish copyrighted materials.
   Researchers are responsible for securing from the holder of the copyright the permission to publish copyrighted materials. In many instances, Special Collections is not the copyright holder.
- · Photocopying (when approved) is done on an overnight basis.
- COSTS:
  - o 25 cents per page for materials not requiring approval for use.
  - o 25 cents per page for materials requiring approval for use.
- FEES MUST BE PAID IN ADVANCE. Requests sent by mail must include check or money order.
- NO SAME DAY COPIES. Orders will be ready for pickup or mailing by 12:00 noon the next business day.
- Orders not picked up after 30 days will be recycled.

### **Photography**

The Photograph Archives offers services regarding the reproduction of its holdings. Photographs may be replicated as a photograph, or may be photocopied. Prices do vary, and restrictions do apply. Please contact Reference services for more information. (See contact information below)

**Download Photography Request Form** 

### For either request, complete the associated form and bring or send it to Special Collections

Reference Services
L. Tom Perry Special Collections
1130 HBLL
P.O. Box 26877
Provo, Utah 84602-6877
Phone: (801) 422-3175
specialcollections@byu.edu