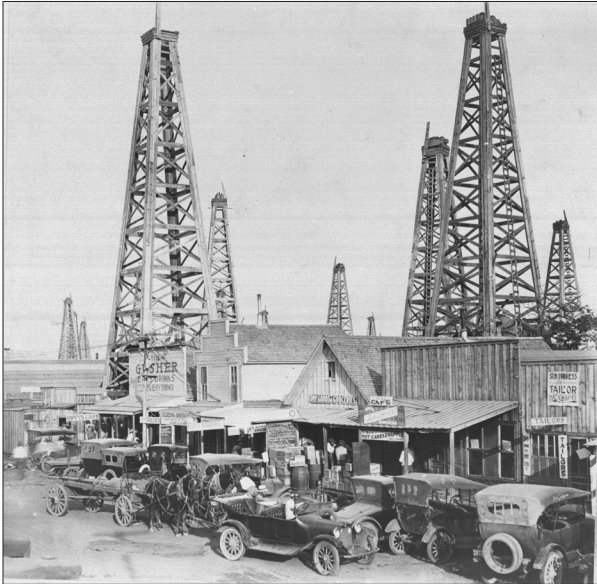


Photographic Services

For reprints or digital scans of items in the collection, please inquire at the front desk of Special Collections about photographic duplication services and fees. Scanning requests may be denied because of fragile condition, large size, or copyright restrictions.



Desdemona, Texas. Circa 1920.
Basil Clemons Photograph Collection



Regular Semester Hours

Mon. 9 a.m. – 7 p.m.
Tues.-Sat. 9 a.m. – 5 p.m.
Closed Sundays

Summer Semester Hours

Mon.-Sat. 9 a.m. – 5 p.m.
Closed Sundays

Location and Contact Information

Central Library's 6th Floor
Box 19497
Arlington, TX 76019-0497

817-272-3393 (voice)
817-272-3360 (fax)
spcoref@uta.edu (email)



how to...

Use Special Collections

Revised 08/09



UT Arlington Library—Special Collections

<http://library.uta.edu/spco/>

About Special Collections

Special Collections serves UT Arlington students, faculty, and staff as well as researchers from around the world. Its holdings are available for use by anyone. Most items are non-circulating and must be used on site in Special Collections, although microfilm is available through interlibrary loan.

Special Collections has historical materials in all formats. Many items are primary source materials. Major collecting areas include:

- History of Texas
- U.S. War with Mexico, 1846-1848
- Political History of Mexico (1810-1920)
- Cartographic History of Texas, the Gulf Coast, and the Southwest
- Texas Local Histories
- University Archives
- Texas Labor and Political Archives
- *Fort Worth Star-Telegram* Archives
- Historic Manuscripts
- Photographic Collections Relating to North Texas



Using Special Collections

Please help us protect our collections by handling all items with care.

- Food, drink, and gum are not allowed in

Special Collections.

- Upon entering Special Collections, please sign the register at the service desk.
- On your first visit to Special Collections, complete an Application for Use of Materials form and present your UTA ID or driver's license at the service desk.
- We will stow all personal items—including notebooks, purses, coats, cell phones (please turn off ringer), backpacks, etc.—in a drawer at the front desk. Drawers with locks are available.
- Use only a pencil or laptop computer to take notes. Personal notebooks or folders are not permitted. Neither are pens or markers. Note paper is provided.
- Fill out a separate request form for each item you wish to use. Your signature is required on each request slip. Please write legibly and provide all information requested.
- You will be issued a maximum of 3 books or maps or 1 manuscript box at a time. Please maintain the order of manuscript materials by opening only one folder or envelope at a time.
- Wear cotton gloves (available at the desk) when handling photographs or negatives.
- Return all materials used to the service desk. Material may be placed on hold for use in the immediate future.

Colton, J. H. and Co. *Texas*. New York: J. H. Colton and Co., 1855.

Photocopying Special Collections Material

- Ask at the service desk for a Photocopy Request form. Complete the form, being sure to supply the call number and description of the material to be copied.
- Copy requests may be denied due to fragile condition, large size, or copyright restrictions.
- If time permits, photocopying will be done while you wait; otherwise, your copies will be held at the front desk for later pick-up. Orders placed after 4:30 p.m. will be filled the following business day.
- Pay the designated charges: 15¢/page for book copies; 25¢/page for manuscript copies; 35¢/page for newspaper clippings. Sales tax will be added. Mailing fees are \$5 per order.
- Cash, credit card, or personal checks are accepted. Credit card transactions require a \$5 minimum purchase.

