

Use of Textual County and City Records

The Dick Smith Library holds textual records for Coleman, Comache, Eastland, and Erath counties, as well as the City of Stephenville. All of these materials are housed offsite and must be retrieved for use. There may be occasions when staffing or weather conditions may prevent retrieval of the records.

1. Advance notice is required to use these materials, with time allowed to retrieve them. Contact Gary Spurr at spurr@tarleton.edu or 254-968-1808, or Amanda Pape at pape@tarleton.edu or 254-968-9251. The number of items issued to a researcher will not exceed one box or three bound or printed items. Identification strips must remain with the materials.
2. Food, drink, tobacco, gum, and candy may not be consumed in the Special Collections Suite or anywhere while using these materials.
3. Please handle materials with care. Many of these volumes are very fragile and in poor condition. Researchers who are careless in handling materials may be denied access.
 - The order and arrangement of manuscript materials is to be maintained. Only use one folder at a time. Do not remove materials from folders. Any irregularities should be reported to a staff member.
 - Only pencils are to be used for note taking.
 - Materials are to remain on tables during use and are not to be held in laps or allowed to extend beyond table edges.
 - No objects are to be placed on the materials.
 - Materials are to be handled carefully with clean hands, only touching the margins if possible.
 - No marks are to be added or erased from the materials.
 - No tracings or rubbings are to be made.
 - Uncut book leaves will only be cut by a staff member.