

Procedures for Obtaining Materials from the Roberts Collection

Carnegie Mellon community

1. Requesters must fill out a Roberts Collection Borrowing Request Form. Printed copies of the form are available at the Roger Sorrells Engineering and Science Library, 4th Floor, Wean Hall. This form will be reviewed by the current Roberts Collection Coordinator, Donna Beck.
2. The Roberts Collection Coordinator will retrieve the item from Roberts Engineering Hall when no CIT event is scheduled in the Dilks room. If the material(s) is needed by a certain time or date, this must be indicated on the Roberts Collection Borrowing Request Form.
3. The Roberts Collection Coordinator will flag the item to indicate that it is from the Roberts Collection and leave it at the Circulation & Reserves desk in the designated Roberts area near the ILL shelf. The Coordinator will then notify the requester.
4. The requester will have 7 days from the notification day to pick up the item. The material will be checked out to the requester and can ONLY be used in the Roger Sorrells Engineering and Science Library.
5. After use, the requester should return the item to the Circulation & Reserves desk. The Roberts Collection Coordinator should be informed of the return and then arrange for the item to go back to the collection in Roberts Engineering Hall.

Outside users

All non-Carnegie Mellon requesters should also fill out a Roberts Collection Borrowing Request Form. A library employee may complete the form for phone requests. The outside user must then arrange a date and time with the Roberts Collection Coordinator to use the requested materials. The Coordinator will ensure the materials are available for use at the pre-arranged time. The outside user should present ID and will pick up the materials at the Circulation & Reserves desk and use them in the Roger Sorrells Engineering and Science Library ONLY.

Browsing the Roberts Collection

Any users wanting to browse the shelves of the Roberts Collection must make arrangements with the Roberts Collection Coordinator or the Head of the Roger Sorrells Engineering and Science Library. Users will be able to browse the collection, but not use the items in the Roberts Engineering Hall. Any items desired after browsing the shelves will be brought back to the Roger Sorrells Engineering and Science Library for use.

Roberts Collection Coordinator

In the event that the Roberts Collection Coordinator is not available, all arrangements should be made with the Head of the Roger Sorrells Engineering and Science Library.