

The Ohio State University Special Collections Libraries - Billy Ireland Cartoon Library & Museum

The Billy Ireland Cartoon Library & Museum is part of [The Ohio State University Special Collections Libraries](#). Special Collections Libraries collect, preserve, and promote the use of distinctive collections, unique resources and primary research materials. Due to the rarity, form, and the comprehensive nature of the materials in the collection, the rules of Special Collections Libraries differ from those of circulating collections. Here are some of the differences:

Use of the reading room

For security reasons, the reading room is restricted to researchers using the library's holdings. It is not available for other purposes.

Sign-in / Sign-out

Compared to circulating collections, where you can walk in and go anywhere in the space, Special Collections will greet you and ask that you sign-in and sign-out of our reading room book. When you sign-in or out, this indicates to staff when you are in the space so that we can provide assistance.

Register

In a circulating library, when you sign-up for your library card, you provide contact information and verification of identity. We will ask the same. In addition, we will ask you your subject of research.

Closed stacks

Unlike circulating libraries (where stacks are open for browsing) special collections libraries have closed stacks. Special Collections materials can be found through a variety [search tools](#).

Materials stay within the reading room

Circulating libraries allow you to take an item home with you. In Special Collections Libraries, many of the items are not replaceable. As a result, library items are available only to use in the reading room.

Handling material

In Special Collections, users may handle rare and fragile materials. Users will be asked to either wash their hands before handling materials, or to wear gloves. Users may request assistance to handle fragile objects. Items will also need to remain in their original order.

Limited number of items

For security and to minimize damage to objects, patrons are limited to one item at a time.

Reproductions

Special Collections staff will make all photocopies and digital scans of requested items. This ensures the safe handling of material. Digital camera, without use of flash, is allowed with prior permission.