The University of Tennessee at Martin
Paul Meek Library
Corbitt Special Collections/Univ. Archives
Service Policies

Readership

The Department serves several constituent readerships with two service points. Its primary service is directed to the students, faculty and staff of the institution. A secondary mission is serving the historical and genealogical interests of the public in western Tennessee outside of Memphis. A third constituency comprises all others seeking to use materials housed there, including alumni.

The Collection is open to all users willing to abide by the library and unit service policies. Any reader choosing not to conduct their work within the established rules will be refused service at the Curator's discretion.

Point of Service

Materials from the book collections (including rare books), Manuscripts, and University archives (including photos), are available to researchers only as closed-stack, non-circulating holdings and must be used within the Reading Room. Retrieval requests may be made to Special Collections staff between 8am and 4:30pm. weekdays, or by special prior arrangement with the Curator, and at no other time. All material must be returned to the hands of Collections staff fifteen minutes before closing (typically 4:45pm).

+ Patrons will place carriable bags and cases in the office; notebooks and loose paper are subject to search at the discretion of the staff when patrons depart
+ Computers and pencils may be used to take notes while working with departmental materials; ink implements of any sort may not be used
+ No marks of any type may be made on collection material
+ Materials will be returned to the hands of a Special Collections staff member before leaving.

Materials in the West Tennessee Heritage Study Center are available for research as open-stack, non-circulating materials that must be used within the confines of its room. This collection is available during general library service hours, on the following conditions:

+ Patrons will place carriable bags and cases in the lockers beside the circulation desk. None are allowed in the West Tennessee Heritage Study Center room. Notebooks and loose paper are subject to search at the discretion of the staff when patrons depart
+ Patrons will sign the registration ledger and deposit a piece of photo identification at the circulation desk prior to admittance, and will be admitted by library circulation or Special Collections personnel.
+ The door to the collections must remain locked from the outside. Patrons may leave at will but must ask to be readmitted.
+ Computers and pencils may be used to take notes while working with WTHSC materials; ink of any sort may not be used.
+ All materials must remain in the WTHSC room. Books should be left on the tables and not re-shelved; microfilm in their boxes should be left beside the reader.

Reproductions

The department allows photocopying from most material but for logistical and preservation reasons patrons may not themselves photocopy any materials from the Collection. All requests for reproductions are subject to approval by the curator. Reproduction may be refused if: 1) the physical preservation of an item could be threatened by reproduction; 2) the general fair-use terms governed by Title 17 of the U.S. Code would be infringed; 3) there is a legal, statutory, administrative, or terms-of-gift restriction limiting or prohibiting reproduction.

Photocopies Reproductions from monographic works are made only by library staff. Patrons must complete a photocopy order form to be placed in the item to be photocopied. Photocopies will be available for pickup the following day or may be mailed for an additional charge. Payment must be made through the library circulation desk. Patrons may make their own photocopies at will from microfilm on the reader/printer in the WTHSC room. Payment is made at the circulation desk. Please be honest.

Photographs and digital reproductions Requests are considered individually by the curator. Scans are subject to the same stipulations as photocopies. Low-resolution scans of individual photos will be supplied for reference and to facilitate ordering; individual high-resolution scans will be charged at the rate of $5 per image. Requests for multiple images will be handled individually and must be paid ahead of time. Media and shipping charges may apply.

The University of Tennessee at Martin
Travel Directions

The University of Tennessee at Martin is approximately 130 miles from both Nashville and Memphis downtown areas, and roughly 60 miles from both Jackson, Tenn. and Paducah, Ky. The University sits about a half mile directly west of Martin's historic downtown streets.

Local hotel accommodations are available at Day's Inn, EconoLodge, and Hampton Inn, all about a quarter mile from the University.

Getting to Martin

From Nashville

Take I-40 west and settle in for a long ride. Follow exit 108 at Parker's Crossroads right onto Highway 22 and follow the road north. Natchez Trace State Park is a good indicator that you need to start watching carefully. At this point you will see "UT Martin" signs, which you can follow literally right to the college. The divided highway will go straight, until just outside Huntingdon the road intersects a regional highway. Ignore the Huntingdon/Camden exit and go *straight,* following the ramp around to the right until you will be going west. Go through the first blinking light, through a second blinking light past WalMart, and turn right onto the road just past it. This will bypass the town. A mile or so later at the top of a low hill is a stop-light-and-sign intersection. Turning left will put you onto 22 again. Again, look for and follow the "UT Martin" signs. Follow 22 north around McKenzie, to Dresden, and instructions below.

From Memphis

Take I-40 east from Memphis to Jackson. Follow exit 80B north on the business bypass, and then the exit for 45E east toward Milan, and then directions below.

From Paducah

I-24 is the major highway ringing Paducah. At exit 7 turn south onto Highway 45 through Lone Oak. Follow the road to the exit right onto the Purchase Parkway/Highway 45 bypass around Mayfield and toward Fulton; follow the second Fulton exit as well. At exit 0 stay in the left lane to follow the bypass left around the south side of Fulton and then bear right where it intersects 45E, the follow as instructed below.

Highway 22 from the *west* (Union City)

Follow 22 southeast. Pass Terrell Road, and at the Martin exit bear right onto the ramp which leads to University Street. At the third traffic light turn right onto Mt. Pelia Road. The library is the third building on the left.

Highway 22 from the *east* (Dresden)

From Dresden follow the left lane into Martin, which becomes Main Street. Follow main to the old downtown and at the T (Lindell Street) make a left, then right at the traffic light onto University Street. At the third light (Mt. Pelia Road) turn left. The library is the third building on the left.

Highway 45E from the *south* (Milan/Jackson)

Follow 45E straight through Milan, past Bradford (watch for the reduced speed limit), through Greenfield and beside Sharon. Continue north, underneath the bypass at the south end of town. At the first traffic light turn left onto Peach Street. Follow Peach west, through the right turn where it becomes Mt. Pelia Road, and north to the university parking lots.

Highway 45E from the *north* (Fulton)

From Fulton travel straight south to Martin through the old downtown. Turn right (west) on University Street at the last traffic light. At the third light (Mt. Pelia Road) turn left. The library is the third building on the left.

Parking

Parking is available adjacent to the library on the west. A one-day university parking permit will be issued at no charge upon request by circulation desk or Special Collections staff. It must be displayed in the automobile as specified.