A Guide to Learning in MARBL for Student Researchers

The Manuscript, Archives, and Rare Book Library (MARBL) reference room is located in room 784 of the Woodruff Library. Beginning June 2, 2014, MARBL will available by an appointment-only basis. You must have an appointment to enter the reading room. During the academic year, our hours are 9:00-5:00 Monday through Saturday. We are closed on Sunday. For more information on using the reading room, please visit http://marbl.library.emory.edu/using/index.html. Please contact MARBL at marbl@emory.edu.

The materials in MARBL are rare, often fragile, and often very valuable. Therefore, when you come to do research, you will be asked to show proof of your identity, keep a record of what you use, and you will have guidelines for how you use the material during your visit. It may seem like there are a lot of rules associated with MARBL materials. Remember we want you to use our materials and we’re glad that you are doing so. Our rules are in place to protect our materials and to make sure they are preserved for many future generations of students and researchers to explore. If you have any questions about a policy, please feel free to ask us for more information.

Preparing for your visit

Depending on your course, the items you will work with may either be pre-selected for you or you must select your own material. For most projects, you will need to explore our collections and select your own material. However, in order to do research in MARBL you must first register online, make an appointment and request materials prior to your visit in MARBL. You will only need to register once, but you will need to make an appointment and request materials each time you visit to use the reading room. To begin this process please visit, http://marbl.library.emory.edu/using/reading-room/index.html.

Once you arrive in MARBL you will need to:

1. Check in at the reference room (784). You are encouraged to arrive at least 10 minutes in advance of your appointment.
2. Show a photo ID and sign the terms and conditions governing the reading room. (first visit only)

Requesting materials

As previously mentioned, you must make an appointment before coming to MARBL. After you have registered online you will be forwarded to a page where you may request materials to be used during your visit. Please note that there is a limit of five (5) items per patron. If the items requested are stored off-site (see finding aid for restrictions on access), two (2) business days’ notice is required. We will no longer pull materials on demand; however, we have two daily pull times at 11AM and 2PM to accommodate researchers who discover additional materials during their visit.
For manuscript materials, please tell us the name of the collection, the collection number and the box you are requesting. It is not necessary to give us folder numbers as we will pull the whole box for you. Example: MSS644, Ted Hughes Papers, Boxes 1, 34-45, OP2. The Emory Finding Aids database is available at http://findingaids.library.emory.edu/.

For rare books, the title, author and full call number will assist us in finding the right book for you. Example: Leaves of Grass, Walt Whitman, PS3201 .A1 1855 FOLIO DANOWSKI. The University’s online catalog, discoverE is available at http://discoveere.emory.edu:1701/primo_library/libweb/action/search.do?vid=discovere.

What to bring
We suggest that you bring the following with you to MARBL:

1. Pencil
2. Computer
3. Digital camera (flash disabled) or cell phone (flash and sound disabled)

Please do not bring pens, notebooks, gum, food, or drinks of any kind, unless they are sealed and can be left in your locker. You may also want to bring money for photocopies. For Emory students, the first 20 pages of photocopies are free, and subsequent pages cost $.25 per page for manuscript material and $.50 per page for books. Photocopies will not be made on demand, so please plan ahead. We accept cash or checks; we do not accept credit or Emory cards.

Using the materials
You will use the materials in the reading room as MARBL materials cannot be checked out. Before you enter the reading room, you will be asked to put all other belongings in a locker. Make sure you keep track of what you are using for your citations and/or bibliography. On the first page of the finding aid for a manuscript collection you will find a note that explains how to cite material in that particular collection. Books and other material are cited as you would normally cite something in the general circulating collection.

Putting material on hold
If you are planning to return to MARBL and would like to place materials on hold, you must make a return appointment before leaving. We will not hold materials for patrons without an upcoming appointment within five business days.

Contact Us

Location: Reference Room (784) and Classroom (874)
Hours: 9:00-5:00 Monday through Saturday (during academic year)
Email: marbl@emory.edu