

New York State Library

Manuscripts and Special Collections



Overview:

The Manuscripts and Special Collections unit of the State Library collects letters, personal papers, organizational “archives” prints, maps, rare books, scores, ephemera, etc. that document the history of the people and the state of New York.

Bibliographic Access:

1. Some items are in our online catalog, Excelsior, via the internet: <http://www.nysl.nysed.gov> click on catalog.
2. Other materials can be found only by checking the card catalogs in the 11th Floor Research Room **open Monday through Friday from 9:00 to 5:00 except for State Holidays.**
3. Some collections have **finding aids**; several hundred are available in the Research Room or researchers may request a photocopy of the guides. A limited number of guides are available online. Go to the State Library’s home page: <http://www.nysl.nysed.gov> and click on Collections, then Manuscripts and Special Collections, then Finding Aids (http://www.nysl.nysed.gov/msscfa/fa_toc.htm).

Physical Access:

1. The Research Room shared by the New York State Archives and the New York State Library Manuscripts and Special Collections is located on the 11th floor of the Cultural from 9:00 am to 5:00 pm. Researchers must provide photo ID to register. See Rules of the Research Room.
2. Material is retrieved two times a day (10:00 am and 2:00 pm). Requests may be phoned in to the MSC Reference Desk (518-474-6282) or sent to via e-mail (mssc@nysl.nysed.gov). Requests sent via e-mail should be sent about one week in advance.

Photocopying etc.:

1. Researchers may not do their own photocopying. MSC staff can do a limited amount of copying for onsite researchers for \$.25 per page. Usual turn-around time is about 24 hours. Photocopy requests submitted by mail or e-mail cost \$10.00 for each 10 images, or part.
2. Researchers may take digital photographs of MSC materials or may hire a professional photographer to take pictures. It is suggested that researchers make an appointment if the photographer is going to use a light stand, tripod or flash equipment. A list of local photographers is available.
3. Personal scanners are not permitted.
4. High resolution digital scans may be requested. The cost is \$20 per scan; see Photocopy request form.

For More Information:

New York State Library homepage: <http://www.nysl.nysed.gov>

Manuscripts and Special Collections Reference Desk: 518 474-6282

Questions may also be sent to Manuscripts and Special Collections via e-mail:
mcolls@mail.nysed.gov

Unit Head: Kathi Stanley, Associate Librarian Manuscripts and Special Collections
(518) 474-4461 or kstanley@mail.nysed.gov

