



## **Historic Room Policy**

-Board Approved 04/08/02

Historic room materials do not circulate. Use of the historic room is by appointment only. A staff member or designated historic room volunteer must be present with the patron.

Photocopying of other materials is to be done only by staff or volunteers designated by the director. Any second copies should be copied from a copy not the original. Some material is so fragile it cannot be copied. Photographs may not be photocopied as the ultraviolet light will damage them. Fee for copies from the historic room shall be .50 per page. The library will not copy entire works and reserves the right to limit the number of photocopies made. Any photocopying must be within fair use standards of copyright. Patrons are not allowed to film or photocopy items with their own equipment.

Pens are not allowed in the Historic Room. Pencils will be provided to make notes.

No food or beverages are ever allowed in the historic room.

Materials may not be leaned on, written on, traced over, or handled in any way that may damage them. Photographs may be handled only by staff or designated historic room volunteers.

Care should be taken to avoid unnecessary exposure to light. Items should be returned to folders when not in use and the blinds of the historic room should be pulled when finished using the room.

At their discretion, staff may remove some published works from the historic room to allow a patron to use an item under their supervision at a table near the circulation desk. Archival originals and fragile items should not be removed from the historic room. Patrons can be allowed to use only one or two items in this fashion. This access is meant to be used only in cases where the use can be arranged ahead of time or when a specific item that can be quickly

found is wanted and an extra staff person is available to retrieve the item. This method of access may not be used during busy times at the library when staff members do not have time to supervise use. Staff may ask patrons to leave an ID with them while using the materials. Patrons may not demand immediate access to materials in the Historic Room: this access method is provided entirely at the discretion of the staff member.

Misconduct or failure to follow the rules may result in a researcher being refused further access to the Historic Room and Historic Room materials.