Johnson County Public Library

# Historical Room Public Use Guidelines

**Access**

- All users must register at the adult reference desk before entering the room. By registering, users agree to adhere to Historical Room Use Policy and Procedures.
- Materials stored in the locked cases must be requested from and retrieved by the librarian. One or more items may be retrieved at a time, as deemed appropriate by the librarian. The patron should notify the librarian when finished with an item from the locked case, so that it can be promptly returned to it.
- Items in the locked case marked with a green dot are not for public use. There should be a duplicate copy of the item available on the open shelves within the Historical Room.
- Materials must be used within the Historical room (except as noted above or when making photocopies).
- Items from the locked case or items in acid-free wraps or boxes may not be photocopied.
- Only library staff will re-shelve materials.

**Security**

- All items are designated as reference materials and cannot be checked out.
- Window shades must remain closed at all times.
- Any damaged items should be reported to the librarian immediately.
- Smoking and food are prohibited in the Historical Room.
  **Drinks are permitted, but bottles must have a screw cap and cups must contain a tumbler lid. Fast food drinks will not be permitted.**

**Equipment**

- The Library has one microfilm reader that prints to a copy machine. Printing costs 10¢ per page.
- Report any malfunctioning equipment to the librarian.
- Please ask for assistance with staff member working in the room or at reference desk.

**9.25.2026**