

## Historical Room Public Use Guidelines

### Access

- All users must register at the adult reference desk before entering the room.
- Access is granted to persons age 14 and above.
- Children under the age of 14 years may enter the room to use materials if they are supervised by a parent, guardian or teacher. One or two items from the Historical Room may be brought out for parents to use near the reference desk if they have small children.
- 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 the case.
- 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).
- Items from the locked case or items in acid-free wraps or boxes may not be photocopied.
- Only library staff will reshelve materials.

### Security

- All items are designated as reference materials and cannot be checked out.
- Briefcases, bookbags, etc. are not allowed in the Historical Room. Any such items should be left outside the room. Library staff can place the items in a secured location if desired. The Library is not responsible for personal items left unattended in the Library.
- Cutting implements are not allowed in the room.
- Window shades must remain closed at all times.
- Any damaged items or malfunctioning equipment should be reported to the librarian immediately.

### Equipment

- The Library has several microfilm reader/printers and one microfilm scanner. Printing costs 10¢ per page. The scanner can digitize a microfilm image and save it as a TIFF file.
- The Library also has subscriptions to two online genealogy resources: Ancestry: Library Edition and Heritage Quest.
- Please ask for assistance at the reference desk.

**Signing the Historical Room Registration page acknowledges understanding of the above guidelines and the Library's Acceptable Behavior Policy.**

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
1.0	Adopted	JCPL Board	03-18-1997
2.0	Changes Accepted	JCPL Board	01-02-2008