

ELIZABETH PUBLIC LIBRARY

LOCAL HISTORY ARCHIVES (LHA) & ELIZABETHTOWN READING ROOM (ERR) APPOINTMENT & READING ROOM POLICIES

The materials in the Local History Archives (LHA) and Elizabethtown Reading Room (ERR) are available for use through appointments and are subject to the following policies:

- No access for casual browsing will be granted in the ERR. Due to the size of the collection and materials storage locations, providing specific research topics including detailed information such as names and / or dates, is required for scheduling appointments. Lack of specificity will result in appointment requests being denied or canceled.
- Access will only be granted by appointment. Appointments must be scheduled no less than 2 weeks in advance and no more than 2 consecutive appointment times per day will be granted.
- Late arrivals for appointments of over 15 minutes without prior notification to staff of the Local History & Special Collections Dept. will be considered canceled. Notify the Local History staff by calling (908) 354-6060 x7220. Exceptions to this policy are at the discretion of the department manager.
- Appointments may be canceled or rescheduled due to inclement weather affecting the functioning of the library and/or staffing shortages. Researchers will be contacted by the Local History staff, by either e-mail or phone call, as soon as possible if this should occur.
- No more than 2 researchers will be allowed in the ERR at any time. We ask that all researchers come on their own or with no more than 1 other guest. Exceptions to this policy is at the discretion of the department manager.
- No person under the age of 14 will be allowed in the ERR unless they have a research assignment that requires using the materials in the room and unless they are accompanied by a parent or an adult guardian. A note from the school signed by the teacher certifying the research assignment must be provided to access the room. Notes from teachers can be e-mailed to elizlocalhistory@gmail.com prior to scheduling the appointment.
- Researchers and guests must fill out the registration form and present identification upon arrival and for each subsequent visit.
- The following items are not permitted in the ERR:
 - No oversized or multiple bags.
 - No Food or Drink.
 - No pens or markers. Golf pencils are available for note taking.
 - No flash photography
- Pencils, notebooks and laptops are the only items allowed at tables while conducting research.
- ERR lacks easily accessible power outlets for laptops. Please make sure to charge your laptop before entering the room.
- Materials may not be removed from the ERR and should be handled with great care.

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- A Local History staff member will oversee all photocopying or scanning to ensure the integrity of the materials. The cost for photocopying is \$.25/page for black & white copies and \$.50/page for color copies. Digital scans of materials will be provided through e-mail at a later date. Researchers must provide an active and correct e-mail to receive scanned images.
- Adherence to these policies is expected and appreciated. Any deviations by researchers of these policies without prior authorization from the department manager will result in the appointment being terminated.

Updated October 2025