

ELIZABETH PUBLIC LIBRARY

LOCAL HISTORY ROOM RULES

The materials in the Local History Room (LHR) are available for use, subject to the following rules:

- Access will only be granted during LHR open hours or by appointment.
- Researchers must fill out the registration form
- The researcher is required to sign in for each subsequent visit and use of materials.
- No person under the age of 14 will be allowed in the LHR unless they have a homework 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 homework assignment must be provided to access the room.
- No access for casual browsing will be given in the LHR.
- Materials may not be removed from the LHR.
- All materials should be handled with great care. Pencils, notebooks and laptops are the only items allowed at tables while conducting research. LHR lacks easily accessible power outlets for laptops. Please make sure to charge your laptop before entering the room.
- No flash photography is permitted.
- Items that are considered to be in fragile condition will be retrieved by a staff member.
- A staff member will oversee all photocopying or scanning to ensure the integrity of the materials.
- The cost for photocopying is \$.10/page for black & white copies and \$.25/page for color copies.

Approved by Board of Trustees, June 17, 2014

Updated 10/2015