

# ELIZABETH PUBLIC LIBRARY

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## 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 and present identification
- 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.
- No oversized or multiple bags will be permitted in the LHR.
- No Food or Drink is permitted in the LHR.
- 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

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