

ELIZABETH PUBLIC LIBRARY

LOCAL HISTORY Archives (LHA) & ELIZABETHTOWN READING ROOM (ERR) RULES

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

- 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 as canceled.
- 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 person. 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 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.
- 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 access for casual browsing will be given in the ERR.
- Materials may not be removed from the ERR.
- All materials should be handled with great care.
- No oversized or multiple bags will be permitted in the ERR.
- No Food or Drink is permitted in the ERR.
- 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.
- No flash photography is permitted.
- 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.