



Scituate Town Library

Local History Room & Local History Collection Use Policy

(Approved by the Board of Trustees on Feb. 15, 2011)

The Scituate Town Library Local History Collection contains current and historical materials relating to the people and history of Scituate, Plymouth County, and the Commonwealth of Massachusetts. The collection consists of books, census records, microfilm, CDs, and church and family histories.

The Local History Room and its collection, equipment, and furnishings are to be used primarily for the purpose of local history research and related activities.

Materials are placed in the history room collection because they are unique, costly to replace or irreplaceable. Many are one-of-a-kind and in fragile condition. Therefore, in the interest of preservation and security, certain restrictions must be placed on their access, use, and care. Users should expect more staff supervision over archive use.

All materials in the Local History Room are considered reference materials and may not be taken out of the room or building for any reason unless approved by the Reference staff. (Duplicates of some of these materials may also be found in the library's circulating collection.)

Violations of this policy will result in loss of access to the Local History Room and Local History Collection.

• Room Use Regulations

The Local History Room is locked at all times except when in use. The key is kept at the Reference Desk.

Those wishing to use the Local History Room are required to fill out a Researcher Registration Form at the Reference Desk and provide either a valid OCLN library card or photo ID.

Users must notify the Reference Desk staff when finished in the Local History Room.

Personal belongings are placed in the locker and users take the key. No handbags, briefcases, backpacks, jackets with pockets, etc. are allowed in the Local History Room. Users can retrieve personal belongings from the locker after notifying Reference Desk staff that they are done in the Local History Room.

Ink pens or markers of any kind are not permitted. Notes must be taken in pencil or by computer.

No food or drink of any kind is permitted in the Local History Room.

Laptops, scanners and digital cameras are permitted in the Local History Room.

The computer in the Local History Room is reserved for researchers using resources and databases relevant to genealogy and history. Printing is available on library paper for a small charge.

Please see *Computer & Internet Use Policy* and *Computer & Internet Use Regulations* for information on computer use.

• Collection Access Regulations

Users are expected to handle all materials with care. Gloves and book supports are to be used when older, fragile items are used.

Copies may be made from books and documents at the discretion of the Reference staff, based on the condition of the item. A photocopier is available near the Circulation Desk. Copies are \$.15 per sheet.

Please leave all materials on the table after use for library staff to shelve.