

**NEW ROCHELLE PUBLIC LIBRARY
POLICY ON LOCAL HISTORY COLLECTION AND
PATRON USAGE OF E. L. DOCTOROW LOCAL HISTORY ROOM**

The New Rochelle Public Library maintains the largest repository of archival materials and resources related to the community's history. It is the only collection of New Rochelle local history that is indexed and fully accessible to the general public. The collection continually grows through library acquisitions and donations from the public. Much of the collection is located in the E. L. Doctorow Local History Room (ELD Room). Named in 1998 for the noted author who used the collection extensively while residing in New Rochelle, the ELD Room contains historical and other materials on New Rochelle, Westchester County, and New York State - including over 1500 non-circulating books, pamphlets, maps and atlases, photographs and CDs described in the Local History Index.

E. L. Doctorow Local History Room Rules

In order to protect and preserve the local history collection, all patron usage is subject to the following:

Access: Patrons may request access to the ELD Room at the second floor reference desk. The ELD Room is to be used for local history research only. Access to the collection is subject to the discretion of library staff.

1. Patrons shall sign the Registration Log at the Reference Desk.
2. Patrons shall complete an Archives Reference Request Form.
3. Patrons shall present identification (such as a driver's license or library card), which is to be kept at the reference desk and returned after the patron has finished using the ELD.
4. Patrons shall read and sign a Rules of Use and Consent Form, attached hereto [for the website, make a link].

Conduct and Responsibilities: Patrons must comply with the following rules. Patrons shall be subject to library staff supervision. Library staff may access the room during patron usage. Patrons who do not comply with these rules will be asked to leave the ELD Room and have their access to the ELD Room suspended.

1. The Library's Code of Conduct applies in the ELD Room.
2. The ELD Room may not be used by more than three persons at one time. Persons under age 18 are allowed only when accompanied and supervised by an adult.
3. Bags, backpacks, purses and coats are not allowed in the ELD Room. Patrons may make arrangements with library staff to secure these items in locked storage.
4. Only pencils may be used for writing in the ELD Room.
5. Materials in the ELD Room may not be marked or altered in any way. Patrons must maintain the condition of the materials at all times, and restore the order and organization of materials when finished. Adhesive note papers may not be used in the ELD Room.
6. Materials in the ELD Room must be handled with utmost care; they must not be leaned on, written on, folded, or otherwise handled in any way likely to damage them.
7. Materials in the ELD Room are to be used only in the ELD Room. The library staff may limit the quantity of materials provided for examination at any one time at its discretion. Permission to view

originals or other archival materials of the Local History Collection is subject to the discretion of library staff.

8. When the patron is finished in the ELD Room, all materials must be put in a designated reshelving area. Only library staff may return materials to their appropriate locations. The library reserved the right to inspect all materials in the ELD Room before the patron departs.

9. The computer in the ELD Room is only for access to the library's digital collections. Patrons who wish to use a computer for any other purpose must use other library computers.

10. Materials in the ELD Room may be scanned or copied only with the permission and at the discretion of library staff.

11. Copyright and other literary permissions are entirely the responsibility of the patron.

12. Patrons must acknowledge the New Rochelle Public Library Local History Collection when any materials from this collection are cited in any publication.

Proposed: October 10, 2013

Adopted: October 10, 2013