

## Guidelines for Using Materials in the Local History Room

Many of the materials in the E.L. Doctorow Local History Room are fragile and irreplaceable. These guidelines will help us protect these resources for future generations. Thank you for your cooperation

1. All users must sign the Registration Log located at the reference desk. The researcher is also required to read and sign the Rules of Use and Consent Form before original materials will be made available. By signing this form, the user agrees to observe the following guidelines.

The researcher must also complete an Archives Reference Request Form. The reference request form identifies both the researcher and the type of research being conducted.

2. Food and drink are not permitted in the research area.
3. Materials are to be used only in the E. L. Doctorow Local History Room under the supervision of Library staff. The quantity of materials provided for examination at any one time may be limited.
4. Materials must be handled with care; they must not be leaned on, written on, folded, or otherwise handled in any way likely to damage them.
5. Only pencils may be used in the E. L. Doctorow Local History Room.
6. The Librarians of the NRPL may deny permission to view originals or other archival materials of the Local History Collection, depending on their state of preservation. The number of originals or other archival materials of the LHC to be presented to the user is left to the discretion of the Librarian
7. A copy machine is available for patron use. Please obtain permission to copy archival materials.
8. The patron is responsible for obtaining any necessary copyright interests and/or literary rights from the owners/donors/heirs pursuant to publishing any work which cites, reproduces, or interprets non-published materials. The Library will not assume responsibility for infringement or libel.
9. All materials will be put in the reshelving area for library staff to return to the stacks The user agrees to allow the Library staff to inspect all materials present at the research table before the researcher departs the E. L. Doctorow Local History Room.
10. Use of items from the Local History Collection or any reproduction of such materials must be accompanied with an acknowledgement that these materials are from the Local History Collection of the New Rochelle Public Library.

I have read and hereby agree to follow the rules set forth in this policy:

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Signature

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Date