

**NEW ROCHELLE PUBLIC LIBRARY
LOCAL HISTORY COLLECTION AND E. L. DOCTOROW LOCAL HISTORY ROOM
RULES OF USE AND CONSENT FORM**

1. The Library's Code of Conduct applies in the E. L. Doctorow Local History Room (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 notepapers 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 reserves 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.

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

Patron signature _____

Library staff signature _____

Date _____