



# DANSVILLE PUBLIC LIBRARY

WHERE KNOWLEDGE GROWS

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200 MAIN STREET DANSVILLE, NY 14437 • PHONE (585)335-6720 • FAX (585)335-6133

## LOCAL HISTORY ROOM USE POLICY

1. Materials in the Local History Room are open to public use but members of the public using the room are to be signed in by the Director or Library Clerk only.
2. Visitors must leave all purses, bags, and brief cases at the front desk.
3. All visitors must sign in and all visitors must include their home address.
4. Large Livingston County atlases may be copied **ONLY** by the Director or the Library Clerk.
5. *Double-dotted (green/orange) volumes are to be shelved in the **Office**.*

## RESPONSIBILITIES OF DIRECTOR/LIBRARY CLERK

1. **Determine the level of need.** When in doubt, always ask the Director who knows the collection and has worked on own genealogy.
2. **Monitor use during the visitor's stay.** Please check on the visitor every half hour or so.
3. **Check room temperature, paper supply in microfilm reader/printer, take-up reel.** Provide a fan, fill paper tray, find/replace take-up reel.
4. **The casual visitor or someone who wants to simply "look around"** is the most difficult visitor to satisfy; ask all you can to find out the specifics of the need.