



## **LOCAL HISTORY ROOM USE POLICY**

The Local History Room at the Dansville Public Library strives to preserve the materials it collects and to make them available to the public. Materials in this collection include historical documents and records dealing with the Dansville, NY, its surrounding environs, the local region, and New York State, including materials written by local authors.

1. Materials in the Local History Room are open to public use.
2. All visitors are required to sign in with their name and home address, at the main desk before entering the Local History Room.
3. Coats, purses, bags, briefcases, or other bulky items must be left at the front desk.
4. Food and/or drink are not allowed in the Local History Room.
5. Local History materials DO NOT CIRCULATE.
6. All materials must be used in the Local History Room, and the door is to remain closed for purposes of security and climate control, unless prior permission is otherwise granted by Library staff.
7. All materials must be handled with special care to prevent permanent damage.
  - a. Clean hands are essential. Dirt and oils from hands can cause permanent stains on paper and attract more dirt.
  - b. Writing or marking in books is prohibited. It damages the book and is a discourtesy to other readers.
  - c. Bookmarks must be used as place markers. Bending page corners weakens paper. Using pencils or other objects to mark a place stresses the spine. Paperclips can wrinkle or tear pages.
8. Damaged materials should be brought to the attention of the Library staff.
9. Photocopies or scans can be made of materials, except where there are copyright restrictions or in cases where such action may be detrimental to the item. Large items, such as atlases, may only be copied or scanned by Library staff.
10. Patron use of the Local History Room is subject to Library staff supervision.