

# **Local History Room Policy**

## **Mission Statement**

Our mission for the Local History Room is to collect, preserve, and make accessible materials with historic significance to the Town of Scituate, as well as supporting materials from surrounding towns, the Commonwealth of Massachusetts, and elsewhere that inform Scituate's history and development.

These materials are available to researchers and the general public to answer as many research questions on Scituate genealogy and history as possible. The Scituate Town Library holds these materials for future generations, and therefore they must be examined in the Local History Room.

## **Collection Use**

The Local History Room and its collection, equipment and furnishings are to be used primarily for the purpose of local history research. Materials in the Local History room are often unique and, in some cases, irreplaceable. As such, the library has created some rules around use to protect these important items:

- No food or drink is allowed in the Local History Room
- The use of laptops, scanners, digital cameras and cell phone cameras/scanners (with flash turned off) is permitted for research purposes
- Materials may be brought to the photocopier or taken to another part of the building **only** with permission from the Research Librarian; whenever possible, researchers should digitally photograph the desired information
- Making cell phone calls from the Local History Room is prohibited

Users are encouraged to handle all materials with care. All materials in the Local History Room are considered reference materials and may not be taken out of the building. The library's online catalog contains the holdings of the Local History Room. When possible, circulating copies of some titles are in the regular circulating collection.

The Scituate Town Library does not own copyright to the materials in the Local History Room. The patron assumes all responsibility for any copyright infringement that may arise and agrees to hold harmless the Scituate Town Library.

## **Equipment Use**

The computer in the room is reserved for researchers using databases and resources relevant to history and genealogy.

The microfilm reader is available for use on a first come, first serve basis. If requested, basic instructions for use will be given. Reels must be rewound and returned to the correct box after use. Patrons with their own reels are also allowed use of the microfilm reader. Scans can be saved to a flash drive or sent to an email account. Printing is available as equipment options permit.

## **Research Assistance**

Research assistance is available by appointment. Given the complex nature of Local History requests and the availability of staff, appointments are required for in-depth research assistance. This allows staff to devote the time needed to each individual, and to prepare materials in advance of your visit.

### **Procedures for Use of the Local History Collection**

- Please sign in at the Research Desk with a staff member. You will be asked to leave your name, phone number and area of research interest. Upon completion of your research, please see staff in order to sign out.
- Please bring your own paper and pencils or laptop/cellphone to record your research.
- Staff will provide access to materials as requested based on subject area, interest, or specific titles
- Patrons are asked to leave the materials they have used on the table in the Local History Room so that staff members can re-shelve items in the proper place and keep track of the number of items used.
- Patrons wishing to use the photocopier with Local History Room materials must first obtain permission from the Research Librarian.

The Scituate Town Library reserves the right to deny access to the Local History Room to any patron who refuses to comply with any portion of this policy.