

HISTORY ROOM USE AND ACCESS POLICY

Purpose

The Reading Public Library's History Room is available to all researchers. This policy is to ensure the preservation and longevity of the materials and applies equally to all persons. This room is open by appointment to all researchers and is not available as a meeting space.

Scope

This policy covers the space and all materials housed in the Library's History Room. The collection includes Town Annual Reports, RMHS Yearbooks, Resident Lists, historical vital records, public documents, and other items deemed to be historically significant, or pertinent to the Town of Reading and its residents.

Due to the delicate and fragile nature of many of the materials in the History Room, the History Room will remain locked at all times. Researchers may make appointments to access the space and open-shelf collections. Items in secure storage require a special request and are retrieved by a library employee. Library employees are responsible for monitoring the light, humidity, and temperature requirements of the room.

Access to some items may not be available if an item is deemed too delicate for physical handling and view. Every effort will be made to provide access to a digital copy if available.

Patrons who engage in behavior that could cause damage to materials may be denied access.

Conditions for Accessing Materials

All users of the History Room must sign in at the Research and Readers Advisory Desk prior to use and need to provide proof of identification with a valid state or federal photo ID, or a valid library card from the NOBLE library system. Patrons may make advance or same-day appointments to access materials in the History Room. Appointments may be made online, by calling the library, or done in-person.

All materials in the History Room must be handled with care.

1. Items in this collection do not circulate.
2. Paper and pencils, a small purse or wallet, and mobile devices, such as a phone or laptop computer are permitted in the History Room.
3. Pens are not permitted.
4. The library can provide pencils and paper upon request.

5. Materials may not be leaned on, written on, folded, traced, or handled in any way likely to damage them.
6. Food, drink, and chewing gum are prohibited.
7. Patrons may not adjust shades, furniture, or environmental controls
8. Briefcases, backpacks, and other bags are not permitted.
9. Wifi is available
10. Items from secure storage must be requested a minimum of 45 minutes before the library closes.

Noise Level

The History Room is a quiet workspace. Cell phone conversations are not permitted.

Photography

Use of a flash is prohibited. Non-flash photography is allowed, so long as the item will not sustain damage in the process of handling, arranging, and photographing (See also: Copyright).

Reproduction and Photocopying

Patrons may request photocopies, digital images, and other reproductions of materials (See also: Copyright). Requests are considered on a case-by-case basis and library staff will determine whether an item is too delicate to photocopy.

Patrons can complete a **Reproduction of Material** form; and all related fees are due at the time of the request.

A growing number of items from our collection have been digitized and digital surrogates can be freely accessed via the library's website (www.readingpl.org) on the Local History and Genealogy page.

Copyright

It is the responsibility of the patron to understand and comply with relevant copyright law. The patron shall request and obtain permission to publish, reproduce, distribute, sell, or display Reading Public Library materials by filling out the **Permission to Use Materials** form. The patron shall obtain other appropriate permission from the copyright owner if the Reading Public Library does not own the copyright.

Confidentiality of Research

Information about patron's research in the History Room, including their topics and the materials used, is kept strictly confidential.

Adopted: August 9, 2021
Amended: February 14, 2022