

HISTORY ROOM USE AND ACCESS POLICY

Purpose

The Reading Public Library's History Room is available to all researchers. This policy ensures 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 to the public as a meeting space.

Scope

This policy covers the space and all materials housed in the Library's History Room. This non-circulating 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, the History Room will remain locked at all times. Researchers may make appointments to access the space and open-shelf collections. Library employees will retrieve from secure storage upon request.

Access to some items may not be available if an item is deemed too delicate for physical handling and view. The Library will 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 History Room users must present a NOBLE library card or valid state or federal photo ID at the Research and Reader Services Desk. The librarian will sign in the user and provide them with a copy of this policy before retrieving materials or granting access to the Local History Room.

Please note:

1. All materials in the History Room must be handled with care.
2. Pens are not permitted.
3. Materials may not be leaned on, written on, folded, traced, or handled in any way likely to damage them.
4. Food, drink, and chewing gum are prohibited.
5. Patrons may not adjust shades, furniture, or environmental controls.

6. 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.

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. Library staff will fulfill requests on a case-by-case basis depending on the condition of the item.

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

Copyright

All users must understand, and obtain all permissions in compliance with copyright law. Users may request permission to publish, reproduce, distribute, sell, or display materials owned by the Reading Public Library by filling out the **Permission to Use Materials** form.

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