



## **LOCAL HISTORY COLLECTIONS POLICY**

The local history collection is comprised of materials owned both by the Town of Barre and the Barre Library Association. The Local History Collections Policy is approved both by the Barre Board of Library Trustees and the Barre Library Association's Board of Directors. Please note, there is a separate Newspaper Policy.

The library is open, free of charge, to researchers who are working on projects that require use of the historic collections. Appointments may sometimes be necessary. It is best to call ahead.

As part of their orientations to the historic collections, all new researchers meet with the Director to discuss their research interests and to review reading room policies. New researchers must complete an application describing their research project and must have available a form of identification (one bearing a photo, e.g., a driver's license or passport).

All researchers wishing to use the history collection must be at least 18 years of age. High school students generally do not need to use the historic collections, but if one does show a genuine need and is approved, a parent or a teacher must accompany him or her.

Only pencils may be used near historic items. Researchers may bring in loose-leaf notes or a notebook, as well as a laptop computer. Researchers are responsible for the use and return of materials they have requested and may not lend or exchange them with other parties. All library research materials must be returned to the circulation desk and a librarian before the researcher leaves for lunch and ten minutes before closing time.

A log of usage will be kept on all historic collections. In applying to work in the library, readers agree to abide by all the rules and procedures established by the Barre Board of Library Trustees and the Barre Library Association's Board of Directors. Researcher will be monitored to ensure compliance with this policy. The staff reserves the right to examine all materials taken out of the reading room by researchers.

Researchers assume all responsibility for observing the legal requirements of copyright.

Historical documents shall not leave the building unless such removal is approved in advance by the Barre Board of Library Trustees and the Barre Library Association Board of Directors.



**The following protocols shall be followed when using historical documents:**

- No gum, food or drink near papers.
- No ink pens are allowed near historic documents.
- Please wash hands before using historic materials.
- No post-it notes or adhesive materials may be used.
- All material must remain flat on the table; no other books or materials may be used to prop up binding or keep materials open.
- Photocopying is at the discretion of the director
- Readers may use their own cameras to create photographs for research purposes only.
- Scanning is at the discretion of the director.

The Local History collections are located in the Director's office and shelved in areas closed to the public. A listing of materials for patron use shall be made and attached to this policy. The collection includes materials relating to the history of the Town of Barre and surrounding areas, as well as genealogical materials. The collection contains books, newspaper clippings, maps, atlases, manuscripts and pamphlets.