

# Jesse M. Smith Memorial Library

## Local History Room Access and Usage Policy

*Approved by the Library Board of Trustees 3/9/2017*

The Jesse M. Smith Memorial Library collects and maintains a wide range of materials relevant to the history of the town of Burrillville and surrounding areas. The value of many of these materials is unmeasurable, and many resources date back 100 years or more. This policy provides a guideline for patron usage of these materials.

As of March 1, 2017 the Local History Room is accessible by appointment only. Due to the fragile nature of many of the materials within, patrons who wish to access the Local History Room must be accompanied by Reference staff to retrieve and handle materials. Patrons who wish to be shown the Local History collection are encouraged to contact the Reference department to arrange a time and date for the visit. At this time, appointments will be limited to one hour as staffing permits.

### **Patrons using the Local History room must abide by the following guidelines:**

- No Food or beverages are allowed in the room.
- Reference staff will be happy to help retrieve materials from cabinets.
- Photography is permitted, provided that the flash function is turned OFF.
- Materials from Local History are non-circulating and may not be removed from the library. If you need copies of materials, please ask the Reference staff to assist you.

### **Requesting Individual Materials**

We are happy to retrieve individual items from the Local History room for patron use. If you are in need of a particular resource from the Local History collection, please see the Reference staff.