

## **Tewksbury Public Library Policy**

### **LOCAL HISTORY ROOM USE**

To ensure the preservation of the unique and valuable items in the Tewksbury Public Library Local History Room, the Trustees adopt this policy and use procedures.

### **Scope**

The Local History Room collection is primarily a collection of materials about Tewksbury history and genealogy as well as materials about the Tewksbury Public Library. Additional Merrimack Valley and Massachusetts materials may be collected if they relate to the primary collection or are of help in using the primary collection. Although donations are encouraged and accepted, the library cannot generally accept voluminous materials on any particular organization or subject.

### **Access**

Those who wish to use the Local History Room must sign in and out with the Reference Librarian using valid library card or government identification. If the user refuses to sign in to use the room, materials will be retrieved for them one item at a time for use at a table next to the Reference Desk.

When using our materials, researchers agree to the library's policy and procedures.

Eating, drinking and smoking are not permitted in the Local History Room.

Bulky coats, handbags, briefcases, books, etc. are to be placed in the Reference office. Only material for research should occupy the worktable.

Researchers are not to use pens or any ink while materials are being consulted. Pencils are available for note taking on the worktable. Laptops and tablets are allowed. The Local History Room closes 10 minutes before the general library. Wireless printing from your device is available; please see the Reference Librarian for instructions.

Researchers who do not adhere to these guidelines may be denied further access.

### **Use of Materials**

Most paper items may be photocopied. If photocopying is required, contact a staff member. Staff will make photocopies as time permits. There is a fee for photocopying.

The library reserves the right to limit copying of material because of copyright, condition of material, and other considerations.

Please do not work with more than two archival boxes or three volumes at a time.

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Policy voted and adopted on: September 8, 2015

Policy last reviewed and amended on:

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Keep material flat on the table. Place nothing on a book or manuscript, including paper or cards for note taking.

Please preserve existing order of material. Remove only one folder from a box at a time. Turn over each item in the folder as if turning the pages of a book.

Do not remove any item from the Local History Room.

Please leave material on the worktable for the staff to re-shelve.

The Trustees appreciate your cooperation in preserving and ensuring that materials are available for research in the future.