

## Concord Room Policies

1. Before using the Concord Room, all patrons and returning researchers must fill out the registration sheet and leave their license, or an acceptable ID that includes a photo, at the front desk.
2. Children under the age of 13 are not permitted in the Concord Room. Children ages 13-17 must be accompanied by an adult.
3. Concord Room materials are only available for use in the Concord Room. Patrons may not take any of these materials outside the Room, nor do the materials circulate.
4. No food or drink is permitted in the Concord Room, and all *Rules and Regulations* apply in the Concord Room.
5. Patrons must follow the *Handling Instructions* when using Concord Room materials.
6. Patrons may use pencils, loose paper, and laptops (or tablets) **only** for note taking.
7. Patrons are permitted to take photos of materials in the Concord Room, but they may **not** use flash photography.
8. Patrons may view two folders at a time from the vertical files. A staff member will retrieve and return the folders for you. This may require a wait time until a staff member is available.
9. Researchers must properly cite all materials from the Concord Room used in any publications.
10. Concord Public Library staff reserve the right to check any bags or coats.
11. Appointments may be made for research assistance.
12. Requests may also be made for photocopied material, but should be given a reasonable timeframe. All copy requests are subject to library approval.
13. Concord Public Library staff reserve the right to impose other restrictions they judge suitable.

*Adopted by the Library Board of Trustees 11/6/17*

### Concord Room Fees

Scanned photo, emailed	\$10.00/photo
Scanned photo on flash drive	\$10.00/photo
Scanned photo on flash drive & mailed	\$15.00 for mailing, \$10.00/photo
Information faxed to you	\$2.00 for cover/ \$1.00/page thereafter
Printing black and white	\$0.15/page
Printing color	\$0.50/page
Information mailed to you	\$1.00 for 1 <sup>st</sup> page, \$0.50 thereafter

## Concord Room Handling Instructions

The materials you are about to handle are fragile and easily damaged. Following these instructions will ensure these materials are available to researchers for generations to come.

1. Hands must be washed and free from lotion, as it can stain paper. Paper and books should be handled without gloves, as gloves make it difficult to handle delicate paper. Hands may need to be washed frequently, so as not to transfer dirt and residue between materials. Artifacts and un-sleeved photographs should be handled with gloves.
2. Have a clean, clear space to place materials before you take them out of boxes or off of the shelves.
3. Keep the material flat on the table at all times.
4. Do not write, lean, or place any object on the surface of any Concord Room materials.
5. Do not stack materials on top of each other.
6. Do not remove any materials from their protective sleeves.
7. Oversized materials should never be moved without staff assistance. Large sheets of paper will often tear under their own weight when lifted. Always keep the materials as level as possible.
8. Use caution when unfolding items—often times papers will tear along these creases. Use both hands to unfold one crease at a time
9. Turn book pages by lifting from undamaged areas. Support the page with your whole hand when flipping the page.
10. If you encounter paper clips, staples, or any other metal fasteners within materials, please alert a staff member. Do **not** attempt to remove them yourself.
11. Do **not** attempt to re-organize any materials. If you sense something is out of order or does not belong, please inform a staff member.
12. Flash photography is **not** permitted.