

## **Trowbridge Research Library Use Policy**

- A. The Trowbridge Research Library is open Monday through Saturday, from 10 a.m. to 4 p.m.
- B. The holdings of the Trowbridge Library are non-circulating; researchers wishing to make use of materials are required to do so in the Archives research areas.
- C. Food and drink are not permitted in the Archives collections or research areas at any time. They bring the potential for vermin infestation, spills, stains, and other damage to the collections.
- D. Coats, briefcases, book bags, and other personal property not essential to research projects are not permitted at the researcher's work area.
- E. Researchers may only take notes with pencil and paper or laptop computer.
- F. Materials are to be used only in the reading room under the supervision of Archives staff. The quantity of materials provided for examination at any one time may be limited.
- G. The existing order of documents within each folder should be maintained. If there is any doubt as to the order or if there is apparent damage, the Archives staff must be notified.
- H. When handling photographs or extremely delicate textual items or ephemera, researchers must wear white cotton gloves provided by the Archivist. This helps prevent the transfer of oils and other impurities to the collection items.
- I. Permission to publish from any unpublished documents, beyond the bounds of "fair use", must be obtained from the holder of copyright. It is the researcher's responsibility to secure that permission.
- J. Parts of collections may be photocopied for the researcher's personal use; however, Archives staff will make the photocopies of the requested items for the patron. The Archivist also reserves the right to refuse to make copies due to the physical condition of the item(s).
- K. Due to the sensitive nature of the information in some of the Archives' record groups, access may be restricted to specified persons only. Researchers requesting access to these collections will be advised by the Archivist of the limitations and the extent to which the collections may be used.