

HISTORY ROOM ACCESS POLICY

Purpose

The Reading Public Library's History Room is available to all researchers by appointment. It is not available to the public as a meeting space. This policy outlines the requirements for using the History Room.

Scope

This policy covers the space and all materials housed in the Library's History Room. This non-circulating collection includes Town Annual Reports, RMHS Yearbooks, Resident Lists, historical vital records, public documents, and other historically significant materials. Please see the Library's Collection Development Policy for more details on the management of this collection. Material formats include but are not limited to books, pamphlets, maps, photographs, stereo cards, postcards, and microfilm.

Conditions for Accessing Materials

Due to the delicate and fragile nature of many materials, the History Room is always locked. Researchers may make appointments to access the space and open-shelf collections. Library employees will retrieve materials from secure storage upon request.

Access to some items may be unavailable if they are deemed too delicate for physical handling. The Library will provide access to a digital copy if available.

Visitors who engage in behavior that could cause damage to materials may be denied future access.

To access the History Room, visitors must present a NOBLE library card or valid state or federal photo ID at the Research and Reader Services Desk. Visitors are advised to make an appointment if they require research assistance.

Use Guidelines:

1. Always handle all materials with care.
2. Pens are not permitted.
3. Do not lean on, write on, fold, trace, or handle materials in any way likely to damage them.
4. Food, drink, and chewing gum are prohibited.
5. Do not adjust shades, furniture, or environmental controls.
6. Request items from secure storage a minimum of 45 minutes before the library closes.

Noise Level

The History Room is a quiet workspace.

Photography

Flash photography is prohibited. Non-flash photography is allowed, provided the item will not be damaged during handling or photographing (See also: Copyright).

Reproduction and Photocopying

Visitors may request photocopies, digital images, and other reproductions of materials. Library staff will fulfill requests on a case-by-case basis, depending on the item's condition. There may be related fees for copying and printing.

Copyright

All users must understand and comply with copyright law. Users must request permission to publish, reproduce, distribute, sell, or display materials owned by the Reading Public Library by filling out the **Permission to Use Materials** form.

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