

LIBRARY USE POLICY

We are pleased to share our artifacts with historians, educators, students, and other researchers. The preservation and security of the collection are our highest priorities. Please help us preserve our collections for future generations by kindly following the procedures and policies stated below. Thank you.

GENERAL

- Show your library card daily.
- **Pencils only.** We have a supply if you need one. *Pens, felt-tip markers, and color pencil will cause permanent damage to the artifact, and unfortunately, accidents can happen.*
- Place all purses, bags, cases, envelopes, etc. in a locker.
- Hang all coats/jackets/bulky sweaters & sweatshirts in the lobby.
- Turn off your cell phone. Cell phone use is limited to the lobby area.
- No food or drink in the library.
- Please do not bring any books, original manuscripts or photographs into the library.
- One hour limit for microfilm readers/printers and public access computers when others are waiting.
- All paged items **must be returned** to the Item Request & Returns desk.
- Maintaining the original order of the collection is essential to our ability to retrieve artifacts. Please examine one folder at a time and keep materials in order.
- Please refrain from applying pressure when viewing manuscripts and graphics collections, including note taking on the surface of the materials.
- Tracing is strictly prohibited.
- Staff may request that you wear white cotton gloves to limit deterioration of original materials. Gloves will be provided.
- Please do not shelve reading room materials. Please carefully place materials on the provided carts around the room.

X_____ Please initial here indicating you have read the policies listed above

PHOTOCOPYING

- All materials must be examined by a staff member before photocopying. Materials will be approved based on age and condition. Some materials may be copied by staff members only. Staff members cannot promise to complete more than 5 pages of photocopying per researcher per day.
- Cameras and scanners are strictly prohibited

X_____ Please initial here indicating you have read the policies listed above

Readers must leave all coats, ALL BAGS of any type, and other personal property in the secure lockers provided in the lobby. Personal computers are permitted; computer bags must be placed in a locker. All papers, binders, folders or any other materials, including personal effects, must be presented for inspection to a staff member before a reader may remove them from the Reading Room. Upon sufficient grounds, a reader may be detained and searched under the provisions of the General Laws of Rhode Island, Title 11, Chapter 14.1.

I have read and initialed the above policies and agree to abide to the conditions therein. Any violation may result in removal from the library and revocation of my library privileges.

Signature: _____ Date: _____