

# **CRAWFORD COUNTY LIBRARY**

## **Policy Manual**

### **Policy No. 425**

#### **Subject: Use of Archive/Rare Book Room**

The Archive/Rare Book room is reserved for users of archives and rare books and materials. We ask patrons to help us preserve these materials for future users by following these rules and handling requirements:

1. The patron must make an appointment during library hours with the Library Director or staff as authorized by the Director to use the Archive/Rare Book room.
2. No food or drink is permitted in the Archive/Rare Book room at any time.
3. White cotton gloves, supplied by the library, must be worn to handle the materials in the Archive/Rare Book room.
4. A staff member will unlock the door to the room and monitor it while in use.
5. Pens and highlighters may not be used in this room-only pencils are allowed.
6. Photography is not allowed without prior permission. Photocopies of any material can be requested from the staff.
7. Users of this room must have a current library card with any ALA-accredited library.

**ADOPTED:** July 9, 2015

**REVIEWED:**

*Crawford County Library Policy Manual-Policy No. 425 Page 1 of 1*