

Hopkinton Public Library Treasure Room Policy

The Treasure Room of the Hopkinton Public Library contains special collections relating to local history and genealogy. The collections include manuscripts, photographs, newspapers, pamphlets, books, maps, and some artifacts. These materials are of significant historical value and cannot be replaced. Therefore, **these materials do not circulate**, but are available to researchers for use in the library with the following guidelines. Our purpose is to balance the accessibility by researchers with preservation of our historical items.

Access

Researchers who wish to use the materials in the Treasure Room must consult with the Adult Services Librarian, the Director or a designated Staff Member.

Rules for Use

Researchers must sign in before using special collections materials and provide contact information and a photo ID. In addition, after determining the items to be used, the designated Staff Member will retain the photo ID, list the items to be used and retrieve the requested items for use. The Library Staff Member will select and re-shelve all Treasure Room materials for the researcher.

Researchers must return materials to the library Staff Member to sign out and retrieve the photo ID when they are ready to leave.

No food or drink is permitted in the library, especially when handling these collections.

Only one box or volume will be issued to the researcher at one time.

Hopkinton Public Library may deny the handling of particularly fragile items.

Researchers must handle materials carefully and responsibly. Extra care should be taken in handling large volumes, brittle pages, and in opening folded plates and maps. Manuscripts and books may not be leaned on, written on, altered, folded, traced over, or otherwise handled in any way that may damage them.

In order to avoid damage to materials, pens may not be used for taking notes. Researchers must use pencils (or laptop computers) for taking notes.

The researcher must maintain the order of the manuscripts and records as received. If the researcher discovers material to be out of order, he/she should inform the Staff Member on duty.

Photocopies may be made at staff discretion -- in some cases, only by staff members, depending on the condition or rarity of an item. It is the researcher's responsibility to understand and observe copyright law.

This policy has been adopted by the Hopkinton Public Library Board of Trustees on March 2009.