



99 Main Street, Haverhill, MA 01830

SPECIAL COLLECTIONS RESEARCHER USAGE POLICIES

Special Collections is open for research Wednesdays and Thursdays from 10am to 12pm and 1pm to 3pm.

All research must be conducted in the Reading Room. All materials located in Special Collections are considered unique and/or of historical significance and cannot leave the Reading Room.

Each researcher must fill out a researcher registration form for every research project in order to establish his/her identity and to assist the librarian in helping the researcher.

Researchers are required to sign in every day they perform research in Special Collections and reference their researcher project listed on the researcher registration form. It is the responsibility of the researcher to complete an additional researcher registration form when starting a new project.

Anyone requesting permission to duplicate and use photographs and any other unique materials located in the Special Collections Department for non-personal use must complete a "Permission to use Materials" form and submit it for approval by the Director of the Haverhill Public Library and/or Board of Trustees. Researchers may begin their research immediately but must wait for approval before making scans of the materials.

Scanning is 50c a page for personal use. The charge for scanning for non-personal use is determined by the Board of Trustees and will be stated in the approved "Permission to use Materials" form. Researchers will pay associated scanning fees at the end of every research day.

Researchers must leave coats and other outerwear, briefcases, book bags, handbags, books, newspapers, and other personal belongings in the lockers provided.

Personal materials used in the reception room may be searched when the researcher leaves.

Researchers may only bring materials used during research into the Reading Room.

Only pencils are allowed in the research area. Laptop computers, cameras, and recording devices are also permitted, provided that their use does not disturb other researchers and that such use does not physically damage the collections nor incur copyright infringement. Personal photocopying machines are prohibited.

Researchers must fill out call slips for each collection or item requested. The librarian will retrieve your materials. Call slips are retained by the library for security purposes.

Make no marks on the materials. Do not write notes on top of materials or rest books or other objects on the surface of items used. Do not lean on materials. Tracing is not permitted.

In handling any fragile item, wear gloves provided by the reference staff. Handle any photographic image by the edges.

Only one folder may be used at a time. The librarian will provide only one box at a time. Use cards provided by the reference staff to mark the place of the folder in the box. Put folders and items back in the same order and facing the same way as you received them. The records should stay flat at all times.

The records must be kept in the same order in which they are given to you. If folders in a box or pages in a folder appear to be out of order, do not rearrange the records yourself. Alert a staff member instead.

All material is shelved at the end of every business day for the preservation and security of the collection. It is the responsibility of the researcher to make note of all call numbers of any material they wish to view again on a following visit.

Any person found stealing, defacing, mutilating, or in any way damaging materials will be prosecuted to the fullest extent of the law.

No food or drinks are allowed in Special Collections.

By signing below, researcher agrees to the above restrictions.

The agreement to the above restrictions is valid till the end of the fiscal year.

Researchers are required to agree to and sign Researcher Usage Policies every fiscal year.

Signature

Date