

Edith B. Ford Memorial Library

LOCAL HISTORY ROOM POLICY & PROCEDURES

The Edith B. Ford Memorial Library maintains a local/regional history collection to serve the needs of the Ovid and Romulus Communities. The Local History Room is available on an unlimited first-come, first-served basis at no charge. The priority for use of this room is to conduct research as related to local history and genealogy, including the research of the library Archivist. Use of the room for quiet study or programming may be approved by the Director or his/her designee when research is not being conducted. The Local History Room is kept locked when not in use.

Requesting Use of the Room

Patrons may request use of the Local History Room by presenting a valid Finger Lakes Library System card. A library card may be immediately obtained with a valid photo ID. For one time, out of area users, photo ID will be held at the circulation desk.

The library uses a surveillance video camera that will be turned on during the use of the Local History Room.

Local History Room users are asked to notify Library Staff when the session is finished so the room may be inspected for condition.

No food, drink, bags or backpacks, or pens are permitted in the Local History Room. Pencils and paper are provided.

Copies may be made from microfilm at a cost of \$0.25/page or by Library staff on a photocopier at a cost of \$0.25/page. Documents and pages may be scanned at no charge, but limited to 10 pages per day.

Library Staff may be able to provide basic research assistance for drop-ins. Extended one on one research assistance will be accommodated with an appointment.

Damages and Liability

The Library is not responsible for possessions left unattended in the Local History Room.

Local History materials are often rare and irreplaceable and must be handled with great care. All individuals using the Local History Room shall be held responsible for willful or accidental damage to the library collection, equipment, building and furniture.

Limits of Use

Individuals 5th grade and under must be accompanied by an adult at least 18 years of age.

Local History Room Procedures

- Patron must be an adult or student in at least 6th grade.
- Patron must present a valid Library Card, or obtain a card with a valid photo ID.
- Local History Room must be checked out to the patron either using the patron's FLLS library card or by using a guest card, if ID is left at the circulation desk.
- Surveillance camera must be engaged on either the circulation or workroom computer.
- Library staff shall conduct the photocopying or scanning of materials.
- Room must be physically checked prior to room check in.
- Use of the room for a quiet study area may be granted on occasion. The time of use cannot coincide with scheduled research time, including the scheduled time of the Archivist, or drop-in researchers.
- Patron may receive a reminder regarding room rules: no food, drink, bags or backpacks or pens as well as handling the items with care. Should the rules not be followed, staff is to ask the patron to leave the room.
- If you suspect a patron has placed library material(s) in their possession, you may ask for the return of the materials. If you believe the patron to be in possession of library materials, please follow the disorderly patron policy and contact the sheriff.
- Staff shall continue to provide assistance with the use of the local history room equipment and locating reference materials as time allows. Patrons are encouraged to directly email the Archivist to arrange an appointment for one on one assistance.
- The library Archivist shall be responsible for shelving Local History Room items.