

Public Library of New London

Policy and Procedure

History & Genealogy Room

The **History & Genealogy Room** is available for research of the materials stored therein. Visitors are expected to treat the materials with respect and to leave the room in the condition in which it is found. The following regulations have been established in order to ensure that the materials – many of which are fragile – are well cared for, so that patrons may enjoy their use for many years.

HOURS: Unless the room is occupied for a meeting, the room is available during regular library hours; however, The History & Genealogy Room closes 30 minutes prior to library closing.

REQUIRED: *Valid photo ID (which has to be copied by staff of the library), to be left at Reference Desk until visit is completed
*Adherence to the Library Code of Conduct

SUGGESTED: *Check with Reference Librarian for location of materials

PROHIBITED: *Backpacks, totes, or large personal items (may be stored during visit)
*Removal of any material from the Room
*Alteration of material in any way, such as marking, tearing, etc
*Photocopying of material without prior permission
*Food or beverage

I have read the “Policy and Procedure of the History & Genealogy Room,” and I agree to abide by its terms.

I acknowledge that the History & Genealogy Room is under video surveillance.

Signature

Date

Print Name

Email

Phone

Address