

## Archives Room Policy

1. The Athol Library Archives Room, located on the ground level of the library, is available for public use with the following restrictions due to the irreplaceable nature of the materials.
2. The person will check in at the main circulation desk and leave their identification (a valid, current library card, driver's license or other photographic proof of identification) or other item to be picked up when they return the archives key.
3. Persons may be asked to leave knapsacks, briefcases or other bags at the main circulation desk. If such items are taken to the Archives Room, it is with the understanding that they may be inspected when leaving.
4. All materials should be handled with the utmost care. Surveillance equipment is installed and persons caught stealing or causing damage will be prosecuted.
5. No food, beverages or pens are allowed.
6. Photocopies may be made of most materials in the archives room. However the library reserves the right to refuse copying of materials that are in danger of further deterioration. Local newspapers are available on microfilm, which can be photocopied. The print version is very fragile and may not be copied. It is stored off-site and is available only by special permission with 24 hour notice.
7. Archives room materials do not circulate except under special circumstances (i.e., a printer needs to photograph a particular source for a book that is currently being published) and are rarely interlibrary loaned. Requests for extensive research cannot be handled by library staff, but names of local persons who do research for a fee will be given to the requester. Simple written requests for photocopies from archives room materials will be honored at a modest charge to the patron.

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