

**DURHAM PUBLIC LIBRARY  
LOCAL HISTORY ROOM  
RULES AND PROCEDURES**

The Durham Public Library Local History Room and collection are available for use by patrons who are doing local history or genealogical research. Since it would be nearly impossible to replace many of the materials in this room if they were lost or damaged, anyone using the resources of this room must abide by the rules and procedures outlined in this document.

**SECTION I: ACCESS:**

1. The Local History Room is kept locked at all times. Patrons may request access to the Room during regular Library hours.
2. Patrons must sign in before entering the Local History Room.
  - a. The sign-in book is kept at the main circulation desk.
  - b. A driver's license or other valid identification showing the patron's name and permanent address will be requested at the time of sign-in.
3. No briefcases, purses or bags are allowed in the room. The Library staff will store bags in the staff room or patrons may prefer to lock bags in their vehicles. The Library does not assume responsibility for lost items.
4. Patrons may use their laptops in the room, but they must be removed from their cases. Cases may be left with Library staff.
5. No food or drink is allowed in the room.

**SECTION II: USE AND CARE OF THE COLLECTION:**

1. Only Library staff may remove items from the Local History Room.
2. Patrons are expected to handle all items with care. Certain items, at the discretion of the Library, may not be available for patrons to handle.
3. Patrons will use only pencils when in the room.
4. Staff may limit the number of materials that patrons may use at one time.
5. Some materials may be copied for patrons. Copies may be made only by Library staff and only if copying can be done without harming the original material. A small fee will be charged for making photocopies.
6. Digital photography is permitted. Please keep in mind:
  - a. Duplication does not constitute permission to publish.
  - b. Copies are allowed only for individual research.
  - c. The patron assumes all responsibility regarding copyright.
7. Patrons will leave items on the table or counter when finished using them. These will be re-shelved by Library staff.
8. Please advise a staff member when you are finished using the Local History Room.

**SECTION III: SECURITY:**

1. The Local History Room is kept locked when not open to the public. Some of the collection may be unavailable for use by the public.
2. The Library reserves the right to inspect a patron's personal property when leaving the room.

Approved January 2018