

LOCAL HISTORY AND SPECIAL COLLECTIONS USE POLICY

The library is open, free of charge, to researchers who are working on projects that require use of the historic and special collections. Appointments may sometimes be necessary. It is best to call ahead.

Researchers are responsible for the use and return of materials they have requested and may not lend or exchange them with other parties. All library research materials must be returned to the circulation desk and/or a librarian ten minutes before closing time.

A log of usage will be kept on all historic collections.

Researchers will be monitored to ensure compliance with this policy. The staff reserves the right to examine all materials used by researchers.

Researchers assume all responsibility for observing the legal requirements of copyright.

Historical documents shall not leave the building unless such removal is approved in advance by the Library Director.

The following protocols shall be followed when using historical documents:

- No gum, food or drink near papers.
- No ink pens are allowed near historic documents.
- Please wash hands before using historic materials.
- No post-it notes or adhesive materials may be used.
- Photocopying is at the discretion of the director
- Readers may use their own cameras to create photographs for research purposes only.
- Scanning is at the discretion of the director.

The Local History and Special collections are located in the Library Director's office and the Library Annex at 18 Common Street. The collections include materials relating to the history of Brookfield and surrounding areas, as well as genealogical materials. The collections contain books, images, newspaper clippings, maps, atlases, manuscripts, pamphlets and more.