



JOHNSON COUNTY  
PUBLIC LIBRARY

## HISTORICAL ROOM PUBLIC USE GUIDELINES

### ACCESS

- ◆ All users must register at the adult reference desk before entering the room.
- ◆ Access is granted to persons age 14 and above.
- ◆ Children under the age of 14 years may enter the room **to use materials** if they are supervised by a parent, guardian or teacher. One or two items from the Historical Room may be brought out for parents to use near the reference desk if they have small children.
- ◆ Materials stored in the locked cases must be requested from and retrieved by the librarian. One or more items may be retrieved at a time, as deemed appropriate by the librarian. The patron should notify the librarian when finished with an item from the locked case, so that it can be promptly returned to the case. Items in the locked case marked with a green dot are not for public use. There should be a duplicate copy of the item available on the open shelves within the Historical Room.
- ◆ Materials must be used within the Historical room (except as noted above).
- ◆ Items from the locked case or items in acid-free wraps or boxes may not be photocopied.
- ◆ Only library staff will reshelve materials.

### SECURITY

- ◆ All items are designated as reference materials and cannot be checked out.
- ◆ **Briefcases, bookbags, etc. are not allowed in the Historical Room.** Any such items should be left outside the room. Library staff can place the items in a secured location if desired. The Library is not responsible for personal items left unattended in the Library.
- ◆ Cutting implements are not allowed in the room.
- ◆ Window shades must remain closed at all times.
- ◆ Any damaged items or malfunctioning equipment should be reported to the librarian immediately.

### EQUIPMENT

- ◆ The Library has several microfilm reader/printers and one microfilm scanner. Printing costs 10¢ per page. The scanner can digitize a microfilm image and save it as a TIFF file.
- ◆ The Library also has subscriptions to two online genealogy resources: Ancestry: Library Edition and Heritage Quest.
- ◆ Please ask for assistance at the reference desk.

*Signing the Historical Room Registration page acknowledges understanding of the above guidelines and the Library's Acceptable Behavior Policy.*