

THAYER MEMORIAL LIBRARY

SPECIAL COLLECTIONS USE POLICY

The Thayer Memorial Library brings people, information, and ideas together to enrich lives and build community. In accordance with the Thayer Memorial Library's mission statement, the Special Collections exist to serve the community by collecting, preserving, curating, and providing access to resource material relating to the culture, history, and geography of the Library, Lancaster, and the local region.

The Thayer Memorial Library's Special Collections are open for use by Lancaster residents and other researchers on an appointment only basis. Tangible materials in the Special Collections are housed in closed stacks and do not circulate. Browsing the stacks is prohibited. The majority of the Special Collections holdings are physical books, manuscripts, records, and other materials that must be consulted in the public reading area in the Constance V. R. Dexter Special Collections Room. Materials are available for use at the discretion of staff and may be restricted because of fragility or poor condition. Special arrangements to remove specific materials from the Special Collections Room to be used in other public spaces of the Library can only be arranged by the Director or their proxy.

Appointments to access the Special Collections

Due to limited Staff availability, it is essential for those wishing to access the Special Collections to call ahead and make an appointment. Requests for material and appointments can be made by calling 978-368-8928 x 7 or emailing jmule@cwmares.org. Walk-in requests are handled at the discretion of Library Staff and are likely to be restricted due to Staff availability.

The following policies are designed to protect the materials in the Special Collections while providing the best possible service to those seeking to access the Special Collections, herein "Users".

Access to the Special Collections

1. All persons wishing to access the Special Collections must present a government issued ID when checking in to the Constance V. R. Dexter Special Collections Room. This ID must be in a form acceptable to the Library Director, or their nominee, in their sole discretion. Children under the age of 13 are not allowed in the Constance V. R. Dexter Special Collections Room. Access to the Constance V. R. Dexter Special Collections Room and items in the Special Collections is at the discretion of the Director.
2. Each User must fill out a registration slip stating their name, address, institutional affiliation, and research purpose. This information will remain on file in the Library for security reasons.
3. A member of the Library Staff must always accompany anyone in the Constance V. R. Dexter Special Collections Room, and there will be no access unless sufficient Staff is available for this purpose. No more than three Users may be in the Constance V. R. Dexter Special Collections Room without permission of the Director in each instance.
4. All persons and items are subject to search upon entering or leaving the Constance V. R. Dexter Special Collections Room, without exception.

5. Before entering the Constance V. R. Dexter Special Collections Room, each user must place all personal property, including briefcases, computer cases, backpacks, purses, notebooks, coats, and umbrellas in the storage cabinet drawers provided at the entrance. This includes any and all cell phones, cameras, scanners, pens, highlighters, mechanical pencils, and any other manual writing devices. Laptop computers may be used to take notes, and pencils and writing paper will be provided to all Users upon request.
6. Users must wash their hands before entering the Constance V. R. Dexter Special Collections Room.
7. Smoking, eating, and drinking are prohibited in the Constance V. R. Dexter Special Collections Room. No food or beverages may be brought into the Room.

USE OF THE SPECIAL COLLECTIONS

1. All Special Collections materials are served to Users in the Constance V. R. Dexter Special Collections Room; they do not circulate and browsing the stacks is prohibited. The Constance V. R. Dexter Special Collections Room is reserved for the use of Special Collections material only.
2. To facilitate the search process, Staff members can provide such finding aids and inventories as are available for collections relevant to areas of patron interest, and pull specific files, albums, microfilm reels, etc., for supervised use within the Special Collections reading room.
3. Users may access only one folder of manuscript material at a time, one box at a time.
4. All Users must handle and read materials only at the reading area tables. Handling of items must be limited to the minimum necessary for research and all possible care must be exercised to prevent damage to materials. When in doubt about the proper handling of any material, please consult the Staff immediately.
5. Manuscript and other loose-leaf materials require special care. Please maintain their existing order and arrangement, and use placeholders provided by Staff. Suspected irregularities in arrangement should be brought to the attention of the Staff.
6. Users may not mark, take notes on, or trace on top of Special Collections material. All material must remain in plain view on the table; do not place items in your lap or hold them up. Nothing may be placed on materials except book weights. Book cradles may be required for certain materials.
7. Laptop computers may be used to take notes. Pencils and paper will be provided to all Users upon request. Scanners, cameras, pens, highlighters, mechanical pencils, and all user-supplied manual writing or imaging devices are not permitted in the Constance V. R. Dexter Special Collections Room.
8. Photography is prohibited in the Constance V. R. Dexter Special Collections Room. The only exceptions to this are photographs taken in connection with research notes, but such photographs require Staff permission for each specific item photographed, and may not be reproduced or published *under any circumstances*. Please consult the Library's *Reproduction Permissions Policy* for further information about photographing items in the Special Collections and obtaining permissions for publishing or other uses.
9. Users must return all material to Staff or notify Staff when they are finished using the materials before leaving the Constance V. R. Dexter Special Collections Room, either temporarily or for the day.

Anyone who does not abide by the rules governing the access and use of the Constance V. R. Dexter Special Collections Room will be asked to leave and will be denied future access to any of its contents.

Access to the Thayer Memorial Library Historical Museum

Some materials from the Library's Special Collections are on display in the Thayer Memorial Library Historical Museum. Access to the Museum is by appointment only, and only if a Staff member is available to act as chaperone. Food and liquids of any sort are prohibited in the Museum. Removal of items from the display cabinets or drawers by patrons is not permitted. Should a patron wish to see an item from the Museum, at their sole discretion the accompanying Staff member may retrieve and show it. Due to their rarity and fragile nature, some items may not be removed from their display cases. Photography is prohibited without special permission. Please consult the Library's *Reproduction Permissions Policy* for further information about photographing items in the Museum and obtaining permissions for publishing or other uses.

A database of all of the objects in the Museum is available for use by patrons on the Library's website: <http://thayermemoriallibrary.org/>

Patrons who do not abide by the rules governing the access and use of the Thayer Memorial Library Museum will be asked to leave and will be denied future access to any of its contents.

Reproduction and Use Policy

Thayer Memorial Library supports research, teaching, scholarship, publication, and artistic production involving the use of materials from our Special Collections. We welcome Users to access materials in our collections that are in the public domain and to make fair use of copyrighted materials as defined by copyright law. Patrons planning to refer to material from the Library's Special Collections in research papers or publications are expected to acknowledge the Thayer Memorial Library as the repository of the cited material. All reproduction requests are subject to the Library's *Reproduction Permissions Policy*.

Photocopying

There is no self-service copying available in the Constance V. R. Dexter Special Collections Room and Library Staff are unable to accommodate on-site photocopy requests. Any photocopying is performed at the discretion of Special Collections Staff, and only as time and condition of the materials permit. Some materials cannot be photocopied. Photocopies are made solely for the personal use of the individual researcher. Permission to photocopy does not constitute permission to publish, which is subject to the Library's *Reproduction Permissions Policy*. It is the patron's responsibility to understand and observe copyright law as it pertains to the fair use of any reproduced materials.

Outgoing Loan Program

The Thayer Memorial Library collaborates with educational and cultural organizations wishing to include items from its collections in their own exhibits. This program helps fulfill the Library's mission, which brings people, information, and ideas together to enrich lives and build community.

All loan requests will be considered on a case-by-case basis. Approvals are based on various criteria, which include the condition of the item being requested, the nature, and duration of the exhibit, and the facilities and security of the borrowing organization.

The borrowing organization is responsible for all loan costs, including but not limited to preparation and conservation treatment, insurance, packing/crating, transportation/shipping, customs fees, and organizational courier expenses. All exhibits containing material loaned from the Library's Special Collections are expected to acknowledge the Thayer Memorial Library as the repository of the cited material.

Please submit loan requests at least four months in advance and include the following information:

- borrowing organization's name and address;
- name, title, email address, and phone number for curator/Staff member overseeing the exhibit;
- exhibit title and a brief description of the exhibit's theme and content;
- exhibit opening and closing dates;
- description of requested objects: author or artist, title, location within collection, or other identifying details;
- description of the borrowing institution's plans to display the materials; and a
- completed American Alliance of Museums (AAM) Facility Report.

Please direct all loan requests and related questions to:

Joe Mulé, Director

Thayer Memorial Library

717 Main Street, Lancaster, 01523

jmule@cwmares.org

Exceptions to these policies may be made only after consulting with the Director or his proxy.