



A.K. Smiley Public Library Researcher Policy and Agreement

A.K. Smiley Public Library's Heritage Room is open to the public Tuesday through Saturday, 10:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m. Appointments are strongly recommended. Security and preservation standards are observed at all times. Researchers must comply with the following procedures during their visit:

1. Researchers must utilize hand sanitizer upon entering the Heritage Room.
2. Food and beverage are not allowed in the research area.
3. No coats, umbrellas, packages, backpacks, or briefcases are permitted on tables.
4. Only pencils/paper or personal computers may be used to take notes. Bringing your own writing materials is highly encouraged. Pens are not allowed.
5. Materials may not be written on, altered, leaned on, folded, traced, or otherwise stressed.
6. Photocopy requests are approved by Heritage Room staff. Materials in poor condition may not be approved for photocopying, and evaluation is at the discretion of the Heritage Room staff. Heritage Room staff may also arrange for photograph duplication. All forms of duplication are at the expense of the researcher (see fee schedule).
7. No materials may leave the research area. Heritage Room materials do not circulate.
8. No material from Heritage Room collections may be reproduced or published without written permission and applicable fees paid.

Name _____

Signature _____ Date _____

Research Topic/Materials Accessed: _____

Library Card Number or other ID Number _____