

Uxbridge Free Public Library Local History and Special Collections Usage Policy (draft)

The Uxbridge Free Public Library welcomes visitors to use our Local History and Special Collections. On the 2nd floor of this historic building, the Library houses Vital Records from Massachusetts, extensive clippings of local and historic interest, microfilm and microfiche of local newspapers dating back to 1868 as well as photographs and manuscript materials relating to the history of Uxbridge. In addition, there is a collection of Civil War monographs donated by Peter Emerick. This area also houses the GAR Collection maintained by Roy Henry. An antique map chest houses several historical and topographical maps of the area.

At this time, researchers are asked to inquire about materials at the circulation desk on the main floor. Library staff will retrieve requested materials as needed. When researchers have completed their examination of said materials, they are asked to return them to the library circulation desk. Materials in the Local History and Special Collections do not circulate and will not be sent to offsite users through ILL. Offsite users may request reference and research assistance, including photocopies or other reproductions of materials. The Library currently does not charge for such services and reserves the right to limit or refuse such requests due to staffing and time limitations.

When the 2nd floor has been made secure and appropriate environmental issues have been resolved, the local history and special collections rooms may be made available to the public. At that time, researchers will be asked to fill out a brief form and show a photo I.D. (such as a driver's license, a passport or other photo identification card) or a CWMARS library card. Researchers under the age of 16 must be accompanied by a parent or a responsible adult.

The Library reserves the right to inspect any bags, envelopes, folders, notebooks, tablets, or containers of any type. Laptop computers and other mechanical research tools are permissible provided that their use does not disturb other researchers.

As a convenience to researchers and to reduce the handling of fragile materials, personal cameras may be used to make copies of rare materials under certain circumstances. The library will deny requests to use a personal camera if such use may result in unauthorized reproduction of restricted materials, damage to materials, if the materials have already been digitized, or for other reasons in its sole discretion. Some of the Library's collections may include donor restrictions that prohibit reproductions. Researchers may not bring a camera when viewing such collections. Individuals permitted to photograph materials must not disrupt other researchers. All

photographs or images created may be used only for personal research and study and may not be published, distributed on the web, or given to another library, archive, or repository without written permission from the Uxbridge Free Public Library and any relevant copyright holder.

Researchers should be aware that some of the items in the Uxbridge Free Public Library Collections are still under copyright. Permission to photograph items for personal research purposes does not imply permission to publish. Permission to publish, exhibit, perform, broadcast, mount images on the web, or otherwise make the materials available must be applied for separately from any relevant copyright holder. Credit must be given to the Uxbridge Free Public Library.

Researchers must provide their own equipment. For security and preservation reasons, handheld or flatbed scanners are NOT permitted. **No** additional lights, including built-in flashes, may be used. The Uxbridge Free Public Library cannot supply batteries, memory cards, or film. All materials must be handled carefully in a manner that will not damage them. Materials must be kept in the order in which they appear in folders and/or boxes. Nothing may be laid on top of a book, manuscript, or other items. No part of the camera equipment may touch the materials. Researchers should never write on, erase marks from, or otherwise alter a book, document, or other item. Researchers using manuscript collections or archives should keep items flat on the table while photographing them. Researchers may not remove photographs or documents from plastic sleeves.

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