



Patron Research and Materials Usage Policy

Local History Department

- All patrons must sign our visitor registration prior to commencing research. The librarian may be required to provide specific supervision or instruction for use and handling depending on the condition and/or historical value of the records. Patrons may be required to present identification.
- No food or drink allowed.
- The patron's hands must be clean and dry when handling materials. The patron may be asked to wear gloves provided by library.
- No ballpoint pens or markers or pressure sensitive notes, such as Post Its permitted in area; pencils, computers, or other electronic devices may be used for note-taking.
- No backpacks, bags, briefcases, purses, coats, jackets, etc. are allowed in the local history room. The library will assign you a lock and locker if you choose to bring these personal items into the area. The Library is not responsible for any personal items stolen while on site.
- Researchers under the age of 16 must be accompanied by a parent or responsible adult.
- Local History Items may not be removed from local history research room.
- No more than 3 items may be used at once. The patron may return some items in exchange for others. You may remove from a cart and open only one box or bound volume at a time. You may remove and open only one folder from a box at a time. The records should stay flat on the table at all times.
- Photocopies of certain materials are allowed at the discretion of the Librarian. Please ask for assistance. In some instances photocopies are limited or prohibited due to fragile condition of materials. Records must be kept in the same order in which they are given to you. If folders in a box or pages in a folder appear to be out of order, do not rearrange the records yourself. Alert the staff instead. Researchers are encouraged to bring to the attention of the Local History staff any misfiled manuscripts, errors in

cataloging, suggested dates for undated documents, suggested names for unidentified photographs, and other comments on the extent to which the cataloging process is meeting their research needs.

- The Copyright law of the United States, Title 17 U.S. Code, applies to materials in the collections. Researchers should be aware that some items in the Niagara Falls Public Library Local History Department are still under copyright. Permission to photocopy or photograph items for personal research 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 by any relevant copyright holder. In the event that the Niagara Falls Public Library holds copyright-permission must be sought from the Executive Director and credit must be given to the Niagara Falls Public Library.

Source: Policy adopted by NFPL Board of Trustees, 10-30-2012