

PATRON REGISTRATION

The History Room, which provides access to the Special Collections and Archives of New Bedford Free Public Library, is open to the public for **non-circulating** use of materials. Patron registration helps us preserve the historical materials and evaluate the collection holdings.

Rules and Regulations:

1. The History Room is available to patrons who are actively using the collections.
2. **Patrons must sign in/out on the visitor registration log on the front cabinet.**
3. **Coats, bags and closed cases (purses, handbags, manila envelopes, backpacks, computer cases, expandable folders) are not allowed in the History Room.** Outside books, original manuscripts, and photographs are also not permitted. Individual numbered baskets corresponding to the visitors registration log record are available to secure personal items with staff. A coat rack is available in the hallway. Staff are not responsible for loss of patrons' personal items.
4. **Food and drink are not allowed in the History Room.**
5. Patrons may bring pencils, note paper, and laptops into the History Room. **Use of pens and colored pencils is not permitted.**
6. None of the materials may circulate and must remain in the History Room. **All materials are to be returned to a designated cart for reshelving by staff.**
7. **All materials should be handled with care due to rarity and fragility.** Patrons must not bend/fold materials, add/erase marks, stack, lean, press down, or write on top of items. Tracing and rubbing are strictly prohibited. **Staff monitor the use of all materials and will assist the patrons in using the collections as necessary.**
8. Keep all records in their present arrangement within a folder (vertical files). Loose pages will stay in order if turned like pages in a book.
9. **All materials must be reviewed by History Room staff before they may be reproduced.** Photocopying of fragile or oversize materials may be restricted at staff discretion.
10. The patron assumes sole responsibility for any infringement of literary rights, copyrights, or other rights which pertain to the materials.

Patron agreement with the above rules and regulations is recognized by completing the visitor registration log.