

## **History Room Policy**

Expanding on the Mission Statement of the Ventress Memorial Library to bring people, information, and ideas together to enrich lives and build community, the History Room seeks to acquire, preserve, and make accessible to the community both published and unpublished print materials and photographs related to Marshfield, to the history of the South Shore, and to the histories of local families. As a part of that service, the library makes its collections available to an extent that is practical and consistent with the goals and best interests of the library.

The Ventress Library History Room is open to researchers provided that they have a stated research goal with an educational, public, or genealogical purpose; can demonstrate an appreciation of the unique and delicate nature of the resources that they wish to research; and can conduct research in a responsible manner.

### **Research Procedures**

Researchers are encouraged to schedule an appointment in advance so that the library staff may make arrangements, assemble collections, and schedule research time if necessary. The Ventress Library may be able to accommodate walk-in appointments on a case by case basis. The library reserves the right to deny access to the History Room if staffing is limited. All researchers are required to complete the registration form. The researcher may be required to provide identification that confirms a current permanent address and identification number which will be held by the library staff while the researcher is in the building to ensure that the researcher checks out with an appropriate staff member before leaving.

While cultural artifacts, photographs, documents, and books may all be made available to a researcher, the library reserves the right to restrict research on any item in its collections and may, in some instances, require and check references before a researcher is given access to collections. In the case of the rare book collection, a digital version will be utilized to preserve the original.

No food or beverages are allowed in the History Room. Researchers may bring into the room only those materials essential for research. The Ventress Library's History Room research facilities are available without charge. Ventress Library Staff may perform very limited research. Staff research will depend upon available staff time and scope of requested research. Contact a staff member for further information.

Researchers may request permission to photograph objects in the library's collections. Researchers and photographers may be required to sign a formal statement stipulating any pertinent restrictions on the use of such photographs and credit lines to be used for publication. The images from the Ventress Library History Room collection must be credited in any public presentation, published work or exhibition as "Ventress Memorial Library, Marshfield, Massachusetts." Depending upon the type of use, images may require additional use fees.

*Approved by the Library Board of Trustees, March 3, 2022.*

## Use of Collections

The use of collections of the Ventress Library History Room is subject to the following regulations:

- 1) All research must be conducted in the History Room. All materials located in these collections are considered unique and/or of historical significance and cannot leave the History Room. Items do not circulate.
- 2) Photocopying, scanning, and microfiche services are available on a limited basis. Use of this equipment is forbidden without prior instruction and permission of an authorized staff member.
  - Photographs, manuscripts and other materials may be protected by copyright. The granting of permission by the Ventress Library or its staff to copy an item does not absolve the user from securing use permission from the copyright holder.
- 3) Only pencils may be used. Use of any sort of pen or indelible pencil is PROHIBITED unless otherwise stated by a member of the staff. Laptop computers, cameras, and recording devices are also permitted, provided that their use does not disturb other researchers and that such use does not physically damage the collections nor incur copyright infringement.
- 4) All materials must be handled with great care. Researchers are responsible for materials until they are returned. THEFT OR MUTILATION OF MATERIALS IS A CRIME THAT WILL BE PROSECUTED.
  - No marks are to be added to or erased from any library materials.
  - Researchers of books, manuscripts and archival materials must handle materials with clean hands, turning pages slowly and carefully, and touching only the margins whenever possible.
  - For photographs, manuscripts and archival materials, only one folder of materials is permitted to be open at a time. The order of materials within folders, and of folders within boxes, MUST be preserved. DO NOT REARRANGE ANY MATERIALS. Call apparent irregularities to the attention of the staff.
- 5) The Ventress Library asks that all researchers submit to the library a copy of any final research project that contains references to holdings of the library or is based upon research performed at the Ventress Library History Room.

*Approved by the Library Board of Trustees, March 3, 2022.*