

Loutit District Library
LOCAL HISTORY AND GENEALOGY ROOM USE POLICY

STATEMENT OF POLICY

Loutit District Library maintains a separate collection of local history and genealogy materials in the Local History and Genealogy Room. In order to preserve the materials, ensure their safety, and guarantee access to researchers, persons using the Room must follow these regulations.

REGULATIONS

1. Researchers using the collection and department resources have precedence over those using the Room for purposes unrelated to genealogy and/or local history. If space is not available for those wishing to use the Room or study room for their intended purpose, staff may ask patrons to relocate to another part of the Library.
2. Food and drink is not permitted in the Room or in the study room.
3. Bags, purses, or briefcases are not permitted in the Room or the study room. They must be placed in or at the lockers provided.
4. Pens are not permitted; only pencils may be used in the Room and study room.
5. Computers in the Room are for genealogy and local history use only.
6. The Library's use of this Room for Library programs and meetings shall have priority over another individual or group's use of the Room.
7. Library staff cannot be responsible for the personal property of patrons. Do not leave items unattended.
8. Use of the Local History and Genealogy Room's study room shall comply with the Library's *Study Room Use Policy*.
9. Users shall comply with the Library's *Rules for Persons Using the Library Facility and Services*, the *Wireless Internet Policy*, the *Internet Policy*, and all other applicable library policies.

Adopted by the Loutit District Library Board of Trustees on February 3, 2015.

Mary Jane Belter, Secretary