

LOUTIT DISTRICT LIBRARY  
LOCAL HISTORY AND GENEALOGY ROOM USE POLICY

The Loutit District Library maintains a separate collection of local history and genealogy materials in the Local History and Genealogy Room. In order to preserve these materials, ensure their safety, and guarantee access to researchers, persons using the room must follow these 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 for their intended purpose, staff may ask patrons to relocate to another part of the library.
2. Food and drink are not permitted at tables when using the collection. All food and drink must remain in designated areas.
- ~~3.~~ Pens are not permitted near collection.
4. Computers in the room are for genealogy and local history use only.
5. 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.
6. Library staff cannot be responsible for the personal property of patrons. Do not leave items unattended.
7. Users shall comply with all other applicable library policies.

Originally adopted: February 3, 2015

Revised: July 10, 2018

November 14, 2023