



## ARCHIVES USE POLICY

Welcome to the Friends of Wood Memorial Library & Museum (FWML&M). All patrons wishing to use our archival collections must abide by the following rules to ensure the protection of the materials entrusted to us. We request that you contact us at 860-289-1783 or email [archives@woodmemoriallibrary.org](mailto:archives@woodmemoriallibrary.org) to make an appointment so that an archivist is available to help you. Access to FWML&M materials is available to all researchers, subject to restrictions placed on the materials by donors or because of extreme fragility.

### Rules for Archives Use

- The FWML&M archival collections and rare books are non-circulating and must be used on premises. Researchers must leave outer garments, bags, notebooks, and pens in the area provided. Only pencils may be used; pencils and paper are available. Laptops and digital cameras are permitted. Photographs are for research purposes only and may not be used for publication without permission.
- Requested materials will be brought to the researcher for use in a designated area. Only archives personnel are allowed in the archives storage room.
- Food and drink, including gum and candy, are prohibited in working area.
- Use is limited to a single folder or volume at a time. When viewing foldered materials, keep items in original order by placing viewed items face down and to the side.
- Researchers are responsible for safeguarding materials by handling them carefully with clean, dry hands. Do not lean on, fold, write on top of, or trace documents. Notify staff members if items appear to be damaged, missing, or out of order.
- Staff members are available to photocopy materials. For digital reproduction costs, please refer to our Image Use and Reproduction policy.

Thank you for your cooperation.