

## **Carpeno History Room Policy**

The Carpeno History Room and its collection, equipment, and furnishings are to be used primarily to conduct historical research under the supervision of the Sharon Public Library's Archivist. The Carpeno History Room also is used for Library programming around local history, genealogy, and other related topics.

Research assistance is available by appointment with the Library's Archivist. Given the complex nature of local history requests and the availability of staff, appointments are required for in-depth research assistance.

The archival materials located in the Carpeno History Room often are unique and, in some cases, fragile and irreplaceable. Materials may not be removed from the room except with permission of the Archivist. To protect the archives, the room is kept locked at all times when not in use.

### **General Rules of Use for Researchers**

- Patrons must present photo identification and sign the Archives log in the Carpeno History Room at the time of each visit.
- Patrons who are new to the Archive must complete the Archival Registration Form before viewing materials.
- Patrons must be supervised by the Archivist or another librarian when using historical materials.
- No food or drink is permitted in the Carpeno History Room.
- Patrons may not bring personal items into the Carpeno History Room.
- The use of cell phones to make calls is prohibited.
- Patrons may request only one box at a time, or ten (10) items.
- Pens are not permitted, nor are sticky notes. Patrons will be provided with pencils and paper for taking notes and appropriate archival-safe bookmarks.
- Photocopying of materials and use of laptops, scanners, digital cameras, and cell phone cameras must be approved by staff. Photos usually are permitted, provided the flash is turned off.
- Patrons must return archival materials for inspection after use. The Library reserves the right to inspect notebooks, briefcases, or other personal belongings.
- The Town of Sharon does not own copyrights to the materials in the Carpeno History Room. These materials are subject to copyright under Title 17 and the provisions of Section 108 of the U.S. Code Copyright Law. Patrons assume full

responsibility for compliance and agree to hold harmless the Town of Sharon for any copyright infringement.

### **Meeting Room Availability**

The Carpeno History Room occasionally may be used as a meeting room for outside organizations. The maximum capacity for this room is ten (10), and reservation requests must be made in the Library's Room Reservation Portal.

Use of the Carpeno History Room as a meeting room is subject to the Library's Meeting Room Use Policy.

### **General Rules of Use for Meeting Spaces**

- Applicants must be age 18 or older to reserve a meeting room.
- All requests are subject to approval by the Library Director or designee.
- Use is granted on a first-come, first-served basis.
- Students under age 18 may use meeting rooms if accompanied by an adult.
- Library staff may cancel a meeting room reservation due to building conditions, weather conditions, or other emergencies.
- No food or drinks without lids are permitted.
- Personal items must not be left unattended. The Library is not responsible for lost or stolen items.
- Users must leave the room promptly at the end of their reserved time. The reservation may be extended by Library staff, subject to room availability.
- Rooms must be left in the same condition in which they were found. Any individual or group that damages Library property will be liable for costs incurred from such damage and may lose the privilege to use meeting rooms in the future.
- The Library does not provide room setup or technical support.
- Instructional brochures are available for interactive display panels and Smart Boards on the Library website. If there is a problem, see the Adult Services/Reference staff.
- Groups using meeting rooms may use Library tables, chairs, interactive display panels, and Smart Boards as designed.
- Nothing may be attached to the walls, and groups are required to put away any equipment or furniture used.
- Windows cannot be covered during use.
- Lights are motion-activated to conserve energy. Movement is required to keep them on.
- In multiple outlet fixtures, half will be motion-activated and may shut off automatically. Motion is required to keep them on.
- All Town of Sharon ordinances, including the fire code and Library policies, including posted room capacities, must be strictly observed.
- Meeting room activities including noise levels must not interfere with or disturb other patrons.

- Patrons must abide by the Library's Patron Behavior Policy and may be asked to leave the room if they fail to comply.

The Sharon Public Library reserves the right to deny access to the Carpeno History Room to any patron who refuses to comply with any portion of this policy.