



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 may also be used for meetings or programming related to local history, genealogy, and similar topics.

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

The archival materials located in the Carpeno History Room are often unique and, in some cases, fragile and irreplaceable. Materials may not be removed from the room except with the 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 be supervised by the Archivist or another librarian when using historical materials.
- No food or drink is permitted in 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.
- Photocopying of materials and use of laptops, scanners, digital cameras, and cell phone cameras must be approved by staff. Photos generally 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

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ADOPTION DATE: 2/12/2025	REVISION DATE(S): 6/17/2025	LAST DATE REVIEWED: 6/17/2025



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

Meeting Room Availability

The Carpeno History Room may be used as a meeting room. 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. Additionally, no food or drink is allowed in the Carpeno History Room, and the window shades should remain down.

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