



Monroe County Historical Association Research Library Use Policy

Welcome to the Monroe County Historical Association Research Library. Our library is committed to providing a conducive environment for researchers and history enthusiasts to explore our rich collection of historical documents, books, photographs, and archival materials. To ensure that all visitors have a productive and respectful experience, we require that users adhere to the following guidelines.

Access and Membership

The library is open to members of the Historical Association and visiting researchers. Members enjoy complimentary access. Non-members may utilize the library by paying the reading fee of \$10 per person per day, or inquire about membership options. Fees collected are allocated to support the operations of the Monroe County Historical Association, which includes the preservation and continued accessibility of its library and museum collections.

All visitors must sign in upon arrival and present valid identification. Individuals under the age of 18 must be accompanied by an adult.

Appointments

Guests are encouraged to schedule an appointment in advance. Research space is limited, and the library may occasionally close for special events, programs, or other circumstances. An appointment ensures that space is reserved and the library is accessible during the guest's scheduled time. Walk-in visitors may be accommodated based on availability. Appointments and walk-ins within one hour of closing may be restricted.

Circulation

Materials are designated for in-library use only and may not be checked out or removed from the premises.

Conduct and Etiquette

We encourage a quiet and respectful atmosphere. Please set mobile devices to silent mode and refrain from loud conversations. Visitors whose behavior or personal hygiene disrupts other guests or staff will be required to leave.

Food and Drinks

Food and drinks are not permitted in the library, except for water in sealable, spill-proof bottles.

Handling of Materials

Our collections are valuable and often fragile. Please handle materials with utmost care to safeguard their condition. Do not write on, fold, or otherwise damage any library materials. Open only one folder or volume at a time, and keep all materials flat and on the table. Use only pencils

(no pens) when taking notes. Gloves may be supplied for handling certain fragile items. Access to particularly delicate materials may be restricted; in such cases, a facsimile of the original may be offered if available. Once finished, please leave all materials on the table for staff to properly shelve.

Photocopies

Requests for photocopies can be made through library staff and are subject to copyright laws. All photocopying is done by staff and is at their discretion. Some material may not be suitable for copying due to format, size, condition, or other concerns. The library reserves the right to refuse to copy such materials. Photocopies are provided in black-and-white and cost \$0.25 per page. Photocopies are provided for personal research purposes only and may not be reproduced, shared, displayed, published, or distributed without explicit written permission from the Monroe County Historical Association. Refer to “Image Use Policy and Fees” for guidelines related to the use of photocopies beyond personal research purposes.

Research Assistance

Our knowledgeable staff is here to help you locate materials and provide research guidance. Please do not hesitate to ask for assistance. Researchers unable to visit in person may request professional staff research for a fee. Refer to the “Research Request Policy” for details regarding this service.

Security Measures

The library reserves the right to inspect personal belongings upon entry and exit. All areas of the library are monitored by electronic surveillance.

Use of Technology

Laptops, tablets, and mobile devices are allowed, and complimentary guest Wi-Fi is available. Photography of materials is permitted for personal research purposes only, with staff approval. Flash photography and scanners are prohibited. Photographs of materials taken within the library may not be reproduced, shared, displayed, published, or distributed without explicit written permission from the Monroe County Historical Association. Refer to “Image Use Policy and Fees” for guidelines related to the use of photographs beyond personal research purposes.

We thank you for your cooperation and understanding. By following these guidelines, you help preserve our historical resources for current and future generations.