

## 10. GENEALOGY ROOM POLICY

### **Purpose**

The Johnnie Jo Sowell Dickenson Genealogy Room is a valuable resource for library customers who wish to research family and local history. The purpose of this policy is to outline acceptable use of the Genealogy Room and its resources and to ensure that the collection remains intact.

### **Policy**

#### **A. Use of the Genealogy Room**

1. The Genealogy Room is reserved for the use of library customers researching family and/or local history.
2. Children age 12 and under wishing to do research in the Genealogy Room must be accompanied by a responsible adult at all times. Children not doing research must remain quiet and seated while in the room.
3. The Genealogy Room is a secure space. All customers who wish to enter the Genealogy Room must sign in at the front desk and obtain a keycard. Library staff will hold the customer's government-issued photo ID until the keycard is returned. No other item will be accepted in lieu of photo ID.
4. For minors without an official government-issued photo ID, they may hand over their student ID. For minors without a student ID, library staff will create a Genealogy Room-only ID with the parent or legal guardian's permission and presence. No other item will be accepted.
5. Customers may only bring a notebook, loose papers, pencils, and/or a billfold into the Genealogy Room. Lockers are available for customers to secure other items not allowed in the room.
6. The Genealogy Room is a quiet room. Any talking should be in a low voice. Cell phones must be set to vibrate or silent, and calls should be taken outside of the room.
7. All behavior rules outlined in Chapter 5 apply.

#### **B. Genealogy Computers**

1. The use of the genealogy computers is restricted to customers researching family and/or local history.
2. All other policies concerning the use of library computers found in Chapter 4 of this policy manual apply.

**C. Other Genealogy Equipment**

1. The scanner and microfilm readers are for the sole use of customers conducting genealogy and/or local history research.

**A. Archives**

1. Customers may view up to three archive folders at one time.