

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. 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.
3. Children under age 17 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. The accompanying adult must sign in at the front desk and take full responsibility for the minor.
4. Due to the Genealogy Room being a secure space, lockers can be used for purses and other large items. Customers may bring items necessary for research into the Genealogy Room.
5. 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.
6. All behavior rules outlined in Chapter 5 of this policy manual 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 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.

D. Archives

1. Customers may only view one archive folder at a time to prevent accidental mixing of files. The public is not allowed to access the Archives. Library staff will retrieve any items needed for research.