

# BOARD POLICIES

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## LOCAL HISTORY ROOM AND ARCHIVES

Category: Operational

Approved: April 28, 2021

### **Mission**

The archival collections of the Rocky River Public Library and Cowan Pottery Museum are open to the public for research use.

### **Access**

Rocky River Public Library encourages and supports the use of its archives for the purpose of research. The archives do not have strict and formal closure periods for certain classes of records—each request to access the archives is treated on its own merits. Access will be granted at the discretion of the Library.

Users must handle the archive material in a sensitive and careful manner. They must take good care to retain the archives in the order in which they are found. Under no circumstances may any archive material be removed by a researcher from the archives.

Users must:

- Review archival materials within the Library in a designated area.
- Examine one folder at a time.
- Maintain the order of the materials.
- Not remove, add, write on or otherwise mishandle materials.
- Use pencil only when taking notes.
- Use gloves provided by the Library when handling manuscripts, photographs, or rare and unique items.

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