BOARD POLICIES

LOCAL HISTORY ROOM AND ARCHIVES
Category: Operational
Approved: April 28, 2021

Mission
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Access
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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:

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- 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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