



## *Library Use Policies*

### **Reading Room and Reference Area**

1. The Lloyd Library is a closed-stacks library open Monday through Friday from 8:30 a.m. to 4 p.m.
2. The library is open to patrons using Lloyd Library materials or viewing exhibits, but is not a public library and does not provide public library services such as free internet use, a Wi-Fi public hotspot, public restrooms, and public photocopying/fax services, etc.
3. A coat rack with shelving is located just to the right of the front door. Visitors entering the Library must leave their coats, briefcases, backpacks, umbrellas, oversized packages, or similar items in that area. Please take only paper, pencils, and research materials to work table.
4. Materials do not circulate, and none may be removed from the reading room. Removal of materials from the Lloyd Library without permission constitutes theft under the law and will be prosecuted as such.
5. Except for materials in the reading room, all other items must be retrieved by Lloyd staff prior to 3:30 pm.
6. Smoking, eating, and drinking (including bottled water) are prohibited.
7. The computer terminal in the reading room is provided for use in accessing the Lloyd Library catalog or quick Internet searches related to topic being researched. Do NOT use the computer for casual or personal Internet searches, email, or word processing.
8. To prevent marking of research materials, do NOT use pens when working with library materials, and do not write on papers placed on top of research materials. Pencils are available for use in taking notes.
9. Do NOT write on papers placed on top of research materials.
10. After finishing research, please leave any materials used on one of the tables in the reading room.
11. Briefcases, backpacks, and other bags are subject to search prior to their removal from the Lloyd Library.
12. If research is intended to result in publication, please see Lloyd staff for further information.
13. The researcher assumes full responsibility for conforming to the laws of libel and literary property rights which may be involved in the use of manuscripts or other records.
14. The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is NOT to be used for any other purpose other than private study, scholarship, or research. Further reproduction or deposit in an archive, library, or other institution is prohibited. The Lloyd Library reserves the right to refuse copy or reproduction orders if, in its judgment, fulfillment of the orders

would involve violation of copyright law. All responsibility for compliance with copyright laws in the appropriate jurisdiction arising from the use of materials is the researcher's.

15. Researchers may neither USE nor REVEAL BY NAME OR ASSOCIATION the identity of any individual whose health information is in a document or record without express written permission from the persons named or their legal guardians or heirs. Researchers may not use the names that they find in the records to contact those individuals directly or indirectly, nor may they compile lists of names from research or medical records. It is the responsibility of the researcher, NOT the Lloyd Library, to establish such permission.

### **Archival Materials and Rare Books**

1. When handling archives, manuscripts, and photographs, please only touch the edges of the paper.
2. If several archival boxes have been requested, researcher may use only 2 at one time. Upon finishing with those 2, return to reference desk and request next 2 boxes, etc.
3. Do NOT change the order in which an archival box and folders have been filed. If this occurs by accident, please inform the Lloyd staff.
4. Do NOT change the order in which individual documents are filed within archival folders. As above, if this occurs by accident, please inform the Lloyd staff.
5. When handling rare books, patrons will be asked to wash and dry their hands thoroughly. White cotton gloves will be provided upon request.

### **Photocopying**

1. Staff members are available to photocopy materials, which must be requested by 3:30 p.m. Photocopies are 25 cents per page. Requests submitted after 3:30 p.m. will be copied and mailed, with an additional \$2.50 shipping and handling charge.
2. Photocopying, or imaging of any other kind, of very old or fragile materials is contingent on the materials' condition. Staff will determine whether or not photocopying would damage material and may decline the patron's request.