

Local History & Genealogy Special Collections Terms of Access

Material from the Local History & Genealogy Division does not circulate and must be consulted in the division's public area in full view of the reference desk. Please note that retrieval of collections may take up to 15 minutes. Requests for material are accepted until one hour before closing and all material must be returned to the desk fifteen minutes prior to closing. We reserve the right to restrict access to certain collections due to the physical condition of the materials.

Researchers are asked to make an appointment to view items from Special Collections. We request that patrons call at least one business day ahead for an appointment (585-428-8370). Please have the item title and/or call number ready when making an appointment.

1. Patrons must read these guidelines, fill out the "Application for Permission to Use Special Collections" and "Request for Materials" forms, and present photo ID with current address information.
2. Bookbags, backpacks, purses, briefcases, coats, etc., must be placed under the table.
3. Food and drink are strictly prohibited in the division.
4. Laptop computers may be used.
5. Materials must be used at a designated table in view of the division's reference desk.
6. Only one box or volume may be used at a time. The rest of the requested materials will be held behind the reference desk. Only one folder may be removed from a box at a time. Use placeholder cards provided by staff to mark the place of the folder in the box. Put folders and items back in the same order and facing the same way as you received them; do not disturb the arrangement of papers or folders.
7. Material must be handled with great care. **USE PENCIL ONLY.** Do not make any marks on the materials. No books, papers, or other objects may be laid on the materials. Cotton gloves must be used when handling photographs. Researchers who fail to follow these requirements may be refused further access to materials.
8. Users of the collections are responsible for all permissions and copyright matters.
9. Photocopies are allowed at the discretion of staff and cost \$.20 per copy. *Photocopying will be performed by staff only.* Pending librarian approval, patrons may take pictures of items with a camera. The use of personal scanners is prohibited. Patrons may request scans of items by filling out the "Scan Request Form." Scans will be made upon receipt of payment and will be available 7-10 days after request.
10. Obtaining permission to reproduce images from the Local History Division collections in any format requires a written request. The request should include details of the intended use of the image(s). Credit must be clearly visible and adjacent to the image and should read, "From the (collection name) Collection, Local History & Genealogy Division, Central Library of Rochester and Monroe County N.Y."
11. When patrons have finished using material, they must return all items to the reference desk and wait until the material has been checked in. ID will be returned to patron. Researchers wishing to use the same materials within two weeks may ask to have them placed on hold.