



## SPECIAL COLLECTIONS POLICY

### **POLICY STATEMENT:**

The Rock Island Public Library Special Collections provide localized resources for historical and genealogical research at the Downtown Library. Local and state historical items cannot be removed from the library.

### **PROCEDURES:**

Follow these steps to view an item from the Historical Room:

1. If the historical room is unavailable, request the item from a Reference Librarian at the Reference Desk.
2. A photo ID is required to view all Historical Room materials.
3. The Reference Librarian may bring the item out to the patron to view in the library, or escort them to the Historical Room, if staff is present.
4. Photocopies of Historical Room items must be approved by the Reference Librarian. The Reference Librarian can refuse permission if the item is fragile, valuable, or too large for the photocopier.
5. When finished with the items:
  - a. If the patron is viewing items in the Historical Room, items should be left on the table, the lights turned off, and the door closed when done. Alert the Reference Librarian when finished.
  - b. If the patron is viewing items in the library, the item must be returned to the Reference Desk. At this time, any identification left will be returned.
6. Items returned to the Reference Desk will be placed on the Historical Room shelf at the back of the Reference Desk.

### **REGULATIONS:**

#### Historical Room

- The bookcases in the Historical Room will remain locked when not in use. They will be unlocked when a patron or librarian is using the materials on the shelf.
- Patrons can request up to five (5) items at a time to view. Items should be re-shelved by the Reference Librarian if the patron requests more materials.
- Staff must be present at all times when the Historical Room is in use.
- A photo ID will be required.

#### Microfilm

- Microfilm cannot be checked out of the library.
- The microfilm readers are available on a first-come, first-served basis and cannot be reserved.
- The Reference Librarian is available to assist patrons with finding, loading, and removing microfilm.

**GUIDELINES:**

Patrons may bring their own microfilm to use with our equipment.

Patrons are encouraged to ask a Reference Librarian for help if they are unable to use any equipment or resources.

Patrons are instructed to notify the Reference Librarian immediately if an item is damaged or the equipment malfunctions.

Items not available in the Historical Room may be requested via interlibrary loan.

REVISED: MARCH 2013

APPROVED: 8/20/2013

APPROVED: 4/19/2016

REVISED: 7/30/2018

APPROVED: 8/21/2018

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