

JOE A. GUERRA LAREDO PUBLIC LIBRARY  
LUCIANO GUAJARDO HISTORICAL COLLECTION  
GUIDELINES AND RULES

BY REGISTERING IN LOG, USER AGREES TO ABIDE BY THESE RULES

The Luciano Guajardo Historical Collection is an archive and collection of books, documents, and materials about Laredo and the surrounding area. The Collection is open to those who agree to abide by these guidelines and rules.

1. Visitors must register. By registering before using materials, user agrees to abide by the Guidelines and Rules of Use. Users may be asked for identification.
2. Some personal property may not be allowed in the service area. This includes but is not limited to briefcases, bags, purses, and books. Exceptions to this must be approved by the Historical Collection Librarian.
3. Materials in the Historical Collection are not checked-out. Only Library staff may search for books and materials in the shelves.
4. Only pencil and paper for note taking allowed in service area. Marking tools other than pencils not allowed. Use of personal computers and smart phones is generally allowed but requires approval by the Historical Collection Librarian or Library staff.
5. Gum, food, and liquids are not permitted.
6. All materials used in service area are subject to inspection. Materials used in the service area must be presented for inspection prior to patron's departure.
7. Library staff will monitor the use and handling of materials. Please follow staff instructions.
8. Do not mark-on, alter, lean on, fold, change, or damage materials.
9. Requests for photocopies are handled on a case-by-case basis. Because of the nature of the collection most materials may not be photocopied. You may take photographs of items in most collections with a digital camera or smart phone. In some cases, photocopies or photographs are not permitted. Library Staff will photocopy for you; current Library copy fees will apply. All patrons are expected to use their copies of photographs in a manner consistent with fair use and applicable copyright, privacy and other laws.
10. Maintain the existing order of unbound materials.
11. Books must lie flat on the table and pages turned carefully by the edges. Books may not be propped on their edges on the table.
12. Users assume responsibility for conforming to the laws of copyright, literary property rights, and libel.

By registering, user agrees to abide by these rules of use.

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Name

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Date