

FORM No. 5.7.11 - HISTORICAL COLLECTION GUIDELINES AND RULES

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 sign the log and agree to abide by the Guidelines and Rules of Use. Users may be asked for identification and must register before using materials.
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 Collections Librarian.
3. Materials in the Historical Collection are not checked out.
4. Visitors are not allowed in the shelving area. Only Library staff may search for books and materials in the shelves.
5. Only pencil and paper can be taken into the service area. Any other resources must be approved by the Historical Collections Librarian. Marking tools other than pencils not allowed.
6. Use of personal computers and smart phones is generally allowed but requires approval by the Historical Collections Librarian or Library staff.
7. Gum, food, and liquids are not permitted.
8. All materials used in service area are subject to inspection. Materials used in the service area must be presented for inspection prior to visitor's departure.
9. Library staff will monitor the use and handling of materials at all times. Visitors must follow their instructions.
10. Visitors must not mark-on, alter, fold, change, or damage materials.
11. Requests for photocopies are handled on a case-by-case basis. Some materials may not be photocopied because of condition or other restrictions. The use of cameras, smart phones, and/or video equipment for photographing or recording images for reproduction or publication requires special permission from Library Administration or designee. An appointment must be made ahead of time.
12. Library Staff will photocopy for you; current Library copy fees will apply.
13. Visitors must maintain the existing order of unbound materials.
14. Volumes must lie flat on the table and pages turned carefully by the edges. Books may not be propped on their edges on the table.
15. Visitors assume responsibility for conforming to the laws of copyright, literary property rights, and libel.

By registering, I agree to abide by these rules of use.

Signature

Date