

Burlington Public Library
34 Library Lane
Burlington, CT 06013

**Burlington Local History Collection
Burlington Room
Public Use Policy**

The mission of the Burlington Room is to collect, preserve and make available for public use the papers, photographs and related archival print material that document the history of the Town of Burlington and its residents, before and after its establishment in 1806.

Policy

1. Use of the room will be by appointment only or when staffed.
2. Users will sign in and agree to abide by all rules and policies.
3. Materials are to be used only in the Burlington Room under the supervision of library staff.
4. Materials must be handled with care; they must not be leaned on, written on, folded, or otherwise handled in any way likely to damage them.
5. No food or drink is allowed.
6. Only pencils will be used.
7. All coats, purses, bags, etc. will be kept separate from collection. No items will be loaned out.
8. One item will be examined at a time.
9. A copy machine is available for patron use at user's expense. Please obtain permission to copy archival materials. Copies are allowed for personal use only, and do not constitute permission to publish. Patrons wishing to publish Burlington Room materials in a brochure, web site, or other printed document must request permission using the *Permission to Publish Form*. All responsibility regarding copyright is assumed by the patron.

Copyright statement

The copyright law of the United States (Title 17, United States Code) governs the making of reproductions of copyrighted material. Material from the picture file is protected by the copyright law. The library makes pictures available for the personal use of the borrower to be used for private study, scholarship or research. Reproduction, alteration or derivative use of this visual image for the purposes other than those listed above without the express written permission of the copyright holder may constitute an infringement of copyright law.

I have read and hereby agree to follow the rules set forth in this policy:

Signature: _____

Date: _____

Approved and adopted by the Board of Directors, May 4, 2010