LOCAL HISTORY Archives (LHA) & ELIZABETHTOWN READING ROOM (ERR) RULES

The materials in the Local History Archives (LHA) are available for use, subject to the following rules:

- Access will only be granted by appointment. Appointments must be scheduled no less than 2 weeks in advance and no more than 2 consecutive appointment times per day will be granted.

- No more than 2 researchers will be allowed in the ERR at any time. We ask that all researchers come on their own or with no more than 1 other person.

- No person under the age of 14 will be allowed in the ERR unless they have a homework assignment that requires using the materials in the room and unless they are accompanied by a parent or an adult guardian. A note from the school signed by the teacher certifying the homework assignment must be provided to access the room.

- Researchers must fill out the registration form and present identification.

- The researcher is required to sign in for each subsequent visit and use of materials.

- No access for casual browsing will be given in the ERR.

- Materials may not be removed from the ERR.

- All materials should be handled with great care.

- No oversized or multiple bags will be permitted in the ERR.

- No Food or Drink is permitted in the ERR.

- Pencils, notebooks and laptops are the only items allowed at tables while conducting research.

- ERR lacks easily accessible power outlets for laptops. Please make sure to charge your laptop before entering the room.

- No flash photography is permitted.

- A staff member will oversee all photocopying or scanning to ensure the integrity of the materials.

- The cost for photocopying is $.10/page for black & white copies and $.25/page for color copies.