

## Cayuga County Historian's Office

### Reading Room Use Policies

All materials held by the Cayuga County Historian's Office are non-circulating, and are to be used only in our Reading Room.

No outer coats, briefcases, purses, book bags, binders, folders, or other such bulky items are permitted in the reading room. Personal items may be left in a dedicated area of the Historian's Office; however, we are not responsible for contents or loss due to theft or damage. For your own protection, please do not bring prohibited items into the office.

No pens of any sort are permitted in the reading room. Laptop computers are allowed provided other researchers are not disturbed. Scanners and cameras are not permitted, and no photography is allowed.

Each researcher is generally permitted to request retrieval of one archival box or three books at a time from the holdings. Some materials are more tightly controlled. Whenever possible, patrons will receive the specific folder within which the item is stored, rather than an entire box of materials.

All original materials must be handled with great care and rest on the table at all times. Remove only one folder at a time. Do not remove items from the folders. Preserve the established order of the materials in manuscript collections.

Do not place note paper on top of books or manuscripts when taking notes. No existing marks found on our material may be erased.

Researchers are held responsible for all material charged to them. Material may not be transferred from one researcher to another.

Tobacco, food, chewing gum, and beverages are not permitted in the Reading Room.

Please see our Photocopy and Photographic Reproduction Policy for information about duplication and copyright restrictions.

Before leaving, researchers must return all materials to the staff. In cases where use will be continuing, please notify staff when you will be returning so that we may place your items on reserve. Researchers should begin preparing to leave fifteen minutes before lunch and closing time.

In citing materials held by the Cayuga County Historian's Office, please cite the full name of the collection and our office. Example: The Herbert V. Trice Lehigh Valley Railroad Collection, Cayuga County Historian's Office, Auburn, New York.