

SMFPL Local History Center Usage Guidelines Attention Researchers

- Please use pencil only. Pens damage archival items.
- Please handle all items with care. White gloves (provided) must be used when handling archival materials.
- When using pamphlet files, please remove manila folders from green folders. Do not take green folders out of drawers.
- ID is required for the use of certain materials (Stoannos, Community Church News, Special Collections, microfilm, etc.)
- Librarians will fill out an “Archival Use Form” for use of materials retrieved from the Map Drawer or other items requiring ID.
- Please do not reshelve materials. Just leave items on the table or return to a staff member.
- Please do not attempt to photocopy oversize or fragile items. A staff member will assist you with photocopying. We reserve the right to deny requests for the reproduction of these materials. (The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproduction of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of “fair use”, that user may be liable for copyright infringement. This institution reserves the right to not accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

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