

CUMBERLAND COUNTY HISTORICAL SOCIETY HAMILTON LIBRARY READING ROOM PROCEDURES

Please review the following procedures before using the Hamilton Library.

1. Personal Property: All personal belongings should be **secured in the lockers** provided. Only note cards, note paper, and laptop computers are permitted in the Reading Room. Exceptions to this rule may be requested with library staff based on essential research needs prior to beginning research.
2. Care of Collections: CCHS Collections are unique and valuable, so researchers must follow instructions provided by library staff and exercise extreme care in handling them. The following rules must be observed:
 - **PENCILS ONLY ARE TO BE USED IN THE LIBRARY.** Pencils are available in the library.
 - Do not make marks on the research materials
 - Do not rest books or other objects on top of research materials
 - Smoking, eating, and drinking are prohibited in the library
 - When using boxed materials, only remove one folder at a time
 - Materials must be placed flat on tables and not held in the hands
 - Do not remove materials from their folders and keep documents in the order in which they are found
 - Please make sure your hands are clean and dry before touching research materials
 - Handle research materials by their edges and avoid touching the surface of photographs
 - Do not use erasers or moist (“tacky”) fingers to turn pages or sheets
 - Use both hands when holding photos. Gloves will be provided for handling photos.
 - Do not use metal or plastic paper clips or other markers, scrap paper will be provided as bookmarkers
 - No research materials may be taken from the Reading Room
3. Photocopying: All regular photocopies are made by CCHS staff and **are \$.50 each**. Microfilm photocopies are made by the researcher and are paid on the honor system. **Microfilm copies are \$.75 each**. Final requests for copies should be made 15 minutes prior to closing. Anyone desiring to publish items from the Society collections needs to secure permission from the Society. See the separate duplication and publication rights procedure available from library staff.
4. Check-out Procedure: Researchers should check with the staff person at the Library Desk to take care of any photocopy charges, payment will be made at the Reception Desk.

**CUMBERLAND COUNTY HISTORICAL SOCIETY
HAMILTON LIBRARY READING ROOM PROCEDURES**

**STUDENT PRICES
for
Photocopies, Photos, and Digital Scans**

These prices pertain to students at all educational levels. Students are not charged an entrance fee to access the collections of the Society. The following prices for copies apply to students:

Photocopies/Microfilm copies	First 6 free then \$0.50 each/\$0.75 each
5 x 7 photo prints on photo paper	\$10.00 each
8 x 10 photo prints on photo paper	\$15.00 each
Digital scans (300 dpi tiff) on a CD	\$15.00 each
Color copier prints on photo quality paper	\$5.00 each

Usage fees for reproduction of images will be determined on an individual basis by the Photo Curator or Librarian.

Please allow up to two weeks for photo orders to be processed.