



Andersonville National Historic Site

Research Library Use Guidelines and Request Form

The National Prisoner of War Museum Research Library, located at Andersonville National Historic Site, is a repository for books and other material relating to American prisoners of war. The library is open for public research by appointment only. Appointments must be made *at least two weeks in advance*. The library may be reserved for research Monday through Saturday from 9:00 a.m. to 4:30 p.m. Use of the library may be limited on specific days throughout the year. Please note that the park library is closed on all Federal holidays. Approval of all appointment requests is subject to availability of staff to supervise researchers.

Researchers are required to follow these guidelines when conducting research in the library:

1. No food or drink is allowed in the library.
2. No briefcases, purses, or bags will be allowed in the library. There are no storage facilities for these items in the National Prisoner of War Museum.
3. Laptop computers (but not computer carrying cases) are allowed.
4. Scanners, portable copy machines, and cameras (including digital cameras) are prohibited to avoid damage to materials and copyright infringements.
5. Use of tape recorders, typewriters, and portable computers is subject to security procedures. Use of any equipment must not disturb other researchers.
6. Only lead pencils, not pens or markers, may be used for note taking.
7. Researchers must provide their own pencils and paper.
8. Requests for copies of material from the library must be made in writing and are limited to six requests per person per year. Copies are limited to 30 pages per request. We reserve the right to refuse requests to provide copies of entire files simply for personal collection. All copies must be made by staff members, and therefore copying is subject to staff availability.
9. To retrieve material above bookshelves, ask park staff for assistance.
10. Contents of the vertical files cabinet may be used and handled by researchers.
11. To review the park's prisoner resource files, researchers must provide assigned park staff with a list of the requested files, with a limit of three at a time. Researchers will not enter the file storage room.
12. Do not replace any materials used from shelves or cabinets. Leave material on the table.
13. Books and material cannot be checked out. No book or other material should be removed from the library at any time.
14. Researchers must maintain quiet in the library.
15. Permission to obtain a copy for the purpose of scholarly research does not constitute permission to publish. [See Copyright and Privacy Restrictions Statement.]
16. Failure to follow these procedures may result in the revocation of library appointments or privileges.

My signature below acknowledges that I have read, understand, and will abide by the rules listed.

Date(s) requested to use library: _____ Time: _____

Signature

Date

Name (print): _____

Phone: _____

Address: _____

Email: _____

Purpose of Research:
