



LIBRARY POLICY FOR NON-PARK RESEARCHERS AND VISITORS

Visitor Procedure

- Cultural Resources Management staff must be present during visitor use of library.
- All non-park researchers must read this document and sign the Compliance Form.
- A research request form must be completed by non-park researchers prior to using the collections
- Materials must be used in the library, they cannot be borrowed.
- The library copy machine may be used to copy selected pages of library materials, provided the originals will not be damaged in the process.
- Photographs of library materials are allowed provided the originals will not be damaged in the process.
- No food or drink is allowed in the library at any time.
- Abuse of resources will result in the loss of library privileges.

Controlled Access Collection

- A locked section will be maintained in the library to house rare and fragile materials.
- Only Cultural Resources Management staff may retrieve materials from the locked case for researchers.
- A log of materials used will be maintained by staff.
- Locked case materials may require special handling procedures, and in some cases may not be photocopied.

LIBRARY COMPLIANCE FORM (Please Print)

Name _____

Address _____

City, State, Zip _____

Telephone _____

Email _____

I have read the Library Policy and agree to abide by all library procedures.

Visitor Signature _____

Date _____

Approver Signature _____

Date _____

Please return this form to the Library Manager, Cultural Resources.