

Special Collections Usage Policies & Procedures

Viewing/Handling Materials

Users are encouraged to contact the Reference Department prior to their visit to make an appointment and describe their inquiry. To view or handle materials all users must complete a [Researcher Application](#) and present photo ID to the Reference Librarian.

Only the following is permitted at the desk while handling special collections materials: Paper, pencils, laptop, tablet, smartphone, and/or digital camera. Personal books may be allowed at the discretion of the Reference Librarian. The following are NOT permitted: food, beverage, pens, bags, purses, folders, strollers, and young children.

Research materials may not be removed from the room, and must be returned directly to a staff member. Materials are to be used one folder at a time, keeping the folders flat on the table. The documents must be kept in order within folders, and the folders must be kept in order within the box. Do not lean on the materials. Users may be required to use white cotton gloves while handling photographs. Special handling considerations are at the discretion of the Reference Librarian.

Access Standards

Materials that have been accessioned but not yet fully arranged and described may be used by the libraries' staff to answer inquiries. Others will not have access, but may apply for access to the materials.

In addition, there will be restrictions on some materials based upon the donor's wishes. Such restrictions shall be recorded in the Accession Record and Deed of Gift. If at all possible, the Weymouth Public Libraries will use a rolling date system.

Access to original materials may be limited because of their condition or fragility. Such restrictions will be clearly described for each group of records and noted in the appropriate collection description.

Rules for the handling of archival materials shall be provided to all in-person researchers. Researchers are requested to contact the Reference staff in advance of a visit to discuss when they wish to visit and their inquiry or research topic. The Weymouth Public Libraries will provide access to unrestricted collections to an external researcher after that individual has read and signed a permission to use form. Requests for photocopies or other reproductions will require completion of a separate request form.

Reference staff will retrieve archival materials and supervise their use. Any photocopying will be done by a Reference staff member. External researchers must apply for permission to publish. They shall observe conventions of credit in acknowledgments and footnotes.

Photocopying or Scanning of Materials

Users are encouraged to take notes whenever possible, rather than requesting photocopies. Users must complete a Photocopy Request Form and flag the items to be photocopied. (Acid-free strips of paper will be provided for flagging.)

For Books: Insert strips of paper as markers, and indicate page numbers on the form.

For Archival Materials: Place a strip of paper perpendicular in front of the document you wish to have copied. Provide any identifying characteristic of the document on the strip of paper with your initials in pencil only.

Restrictions on photocopying:

- No fragile or brittle items
- No bulky or cumbersome materials
- Staff members are the final arbiters of what may be photocopied

Photocopy services are performed by Tufts Library staff. Full citations are the responsibility of the researcher. Photocopy requests may not be filled immediately due to limited staff. The cost of single photocopy is \$0.20 but costs are subject to change. Copies must be paid for in cash at time of service.

The copyright law of the United States (title 17, U.S. code) governs the making of photocopies or other reproductions 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 refuse to accept a copying order if in its judgement, fulfillment of the order would involve violation of copyright law.

Digital Photography

Tufts Library prefers the use of flash-free personal digital photography in lieu of photocopies in order to safeguard the condition of the materials. Many archival collections and printed books cannot be photocopied due to concerns about condition, and digital photography is often the only option for reproduction of these materials.

Researchers may not use a tripod, flash, place materials on the floor, or stand on chairs. Materials must remain on the table and in their original order and original folder. The

researcher is responsible for noting all information required to properly cite the material being photographed.

Requests to Publish

Users who wish to publish any portion of materials belonging to the Weymouth Public Libraries must complete a Permission to Publish Form.

A \$50.00 per image use fee is charged for each commercial or for-profit use of photographic, audio-visual or any other graphic materials or images from the Weymouth Public Libraries collection.

All materials used for exhibition, publication, or broadcast must be visibly credited to the Weymouth Public Libraries.

Weymouth Public Libraries must be supplied with two copies of the book, periodical, film, recording, or any other work in which materials owned by the library are used.

Weymouth Public Libraries does not claim to control the copyright for all materials in the collection. The publishing, exhibiting, or broadcasting party assumes all responsibility for clearing reproduction rights and for any infringement of United States copyright law. Weymouth Public Libraries has no readily available information concerning the existence and/or whereabouts of copyright holders.

Weymouth Public Libraries reserves the right to refuse permission for the use or reproduction of materials when such restrictions have been specified by a donor.

Should you have any questions or concerns about any of these rules, please do not hesitate to discuss them with our staff.