

**Allenstown Public Library
Special Collections Use Policy**

The Allenstown Public Library special collections refers to material that is housed in the Library vault. As these materials are fragile and one of a kind, special precautions must be taken to ensure their survival. Material does not circulate and is subject to the policy stated below.

1. Special collections material may be viewed on Thursdays, 1pm-5pm and Saturdays 10am-2pm, subject to change. It is suggested that patrons call to schedule an appointment with the library director in order to view the collection.
2. Patrons must agree to policy terms in order to view the collection, by signing the policy form.
3. Patrons must produce identification issued by the State of NH or US Government. Identification will be held by library staff while the patron uses the collection. Once the collection is returned to the librarian, undamaged and complete, library staff will return the identification.
4. Identification will be used to register patrons as a user of the collection. This information will be kept on file. As is with all library user information, this information will be kept confidential.
5. Collection use is at the discretion of the library director. If an item is deemed too fragile, it may not be accessible to the public.
6. No food or drink, or pen/permanent writing tool may be used while viewing the collection.
7. No photocopies or scans will be made of special collections material. Individuals may take non-flash photographs of material.

Registration

Name _____

Address _____

Phone _____

Email _____

Signature _____

Approved 4/25/2013