

**Allenstown Public Library
Special Collection Use Policy**

The Allenstown Public Library Special Collection refers to material 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 by appointment only. Patrons are advised to call to schedule an appointment with the library director to view the collection.
2. Patrons must agree to policy terms to view the collection by signing the policy form.
3. Patrons must produce identification issued by the State of NH or the 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 collection user. 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. You may not eat, drink, or use a pen or permanent writing tool while viewing the collection.
7. No photocopies or scans will be made of special collections material. Individuals may take non-flash photographs of the material.¹

Registration

Name _____

Address _____

Phone _____

Email _____

Signature _____

¹ Revised 8/27/24