

# FIELD

LIBRARY

## Local History Collection The Colin T. Naylor, Jr. Archives

### Policy for use of the collection

Researchers must exercise care in handling archival materials. The following rules must be observed:

1. Sign the register with your name and address.
2. Use an alcohol-based hand sanitizer before handling any materials. Disposable gloves may be used as an alternative and will be provided by the library.
3. The Colin T. Naylor, Jr. Archives is a closed-stack library. Materials will be brought to you by Archives staff.
4. Use only one subject folder, book, map, or other archival item at a time.
5. Use care in turning pages to avoid tearing or other damage. Do not lean or press on archival materials.
6. Materials must be placed flat on tables and not held in the hands or in the lap.
7. Use **pencil only** to take notes.
8. Copies will be made at the discretion of the librarian. Some materials may not be reproduced as determined by the fragility and size of the item. Copies will be made for \$.15 per page.
9. Food and drinks are not allowed in the Archives.