

GENEALOGY ROOM POLICY

(Revised October 8, 2018)

The Lorna F. Rhodes Genealogy Room is intended for individuals conducting genealogical and local history research. As such, it is always open for patron use during the hours the Library is open and cannot be closed off for individual study or group meetings during that time. Reservations of the room during closed hours are entirely at the discretion of the Library Director and an employee of the Library must be on hand while the room is occupied. Patrons are asked to respect the age and fragile condition of the materials housed in this room and must otherwise abide by the rules and regulations set forth in the *Taft Public Library Patron Conduct Policy*. No food or drink is allowed.

Individuals interested in reserving the room should consult the attached *Genealogy Room Reservation* form. Forms must be filled out, signed, and approved by the director prior to use of the room. Forms may be submitted via email to librarydirector@mendonma.gov, faxed (508-473-7049), or dropped off in person at the upstairs circulation desk in the Library.

Approved by the Board of Trustees: October 10, 2018

GENEALOGY ROOM RESERVATION FORM

(Revised October 8, 2018)

The Trustees invite area residents to use the Lorna F. Rhodes Genealogy Room in the Library for their meetings. We ask that all users respect the age and fragile condition of the collection housed in this room. To successfully accommodate these diverse uses, the Trustees have approved the following policies:

- The Lorna F. Rhodes Genealogy Room can be reserved for individual study and group meetings during the day when the Library is closed *at the discretion of the Library Director*. It is expressly not for after-hours use. A patron interested in reserving the room for a meeting should call ahead and ask for the Director to inquire about availability. If the room is free on that date, a representative from the group must read and sign the policy before the meeting.
- At the time of the meeting, a representative must sign in and out on the Meeting Log. The representative will be responsible for the condition of the room and for any problems that may arise due to the use of the room.
- The number of participants at the meeting is limited to 6 due to the size of the room.
- No food or drink is allowed.
- Outside of use of the restrooms and elevator, meeting participants are not permitted to access other areas of the building when the Library is closed.
- After the meeting, the room should be returned to its original condition.

Completed forms can be submitted via email to librarydirector@mendonma.gov, faxed to 508-473-7049, or submitted in person at the upstairs circulation desk in the Library. If you have any questions, please contact the Library Director at 508-473-3259.

PLEASE PRINT: TODAY'S DATE _____

DATE REQUESTED _____ BEGIN TIME _____ END TIME _____

GROUP _____

REPRESENTATIVE _____ PHONE _____

ADDRESS _____

EMAIL _____

By signing this form, I accept responsibility and agree to the aforementioned policy. (The Library Director will contact you via email to confirm your reservation.) We hope you and your group enjoy using the Library.

SIGNATURE _____