Historical Room Policy

Purpose:

Kent Memorial Library's historical room contains archival material relating to the history of Suffield, Connecticut. The Historical Room's mission is to preserve this archive, to make the materials available to the public, and to promote knowledge and appreciation of the long history and rich cultural heritage of the Town of Suffield. The collection contains books, manuscripts, photographs, directories, yearbooks, newspapers and other documentary material relating to Suffield's long and rich history. The objective of the Historical Room is to locate, collect, preserve, and make available for public research materials that document the social, economic, natural, and genealogical history of the Town of Suffield.

Roles and Responsibilities:

The Library is responsible for providing and maintaining the space that houses the Historical Room, safeguarding the collection and other resources contained therein, and overseeing and supporting the volunteers and staff members engaged in the various activities related to preserving and caring for historical documents and objects.

Access to Collection Materials:

The Historical Room shall be open to the public on a schedule determined by the Library Director.

Members of the public may have access to the room only in the presence of a librarian or designated volunteer.

When the Historical Room is unstaffed, librarians may have access to its collection in order to research materials and to respond to inquiries regarding Suffield history.

Public Users Must:

1. Fill out a form to request an appointment

2. Sign a policy understanding sheet before research can begin. By signing, users agree to adhere to Historical Room Use Policy and Procedures at the discretion of the Library Director.

3. When entering the room, each user shall sign a log with the date and time of start/end of research session. Said log shall be maintained and verified by Library staff.

Historical Room Research Guidelines:

The Kent Memorial Library may provide limited research assistance for specific questions from materials in the Historical Room.

In Person: assistance provided as much as possible using available resources; volunteers may be available, call to determine availability

Telephone Research: recommended limit of five minutes unless a specific source is requested; the librarian will check the most appropriate source from a list of standard resources after the five minute limit; the request can be treated as mail research

Mail Research: recommended limit of 30 minutes unless a specific source is requested; the librarian will check the most appropriate source from a list of standard resources no more than 25 sheets will be sent; self-addressed stamped business envelope must be enclosed.

Fees: no fee for research by staff or volunteers; photocopying charges $.50 per sheet

In-Depth Research: library staff cannot perform in-depth research, however the library maintains a list of local people who perform research.

Security:

The library reserves the right to inspect all personal property when people leave the room.

Smoking, food and drink are prohibited in the Historical Room.

Materials:

The Kent Memorial Library does not appraise old books.

The Library Director of the Kent Memorial Library reserves the right to give final approval of all material discarded from the Historical Room collection.

Copyright Law and Distribution:

The copyright law of the United States (Title 17, United States Code) governs the reproduction, distribution, adaptation, public performance, and public display of copyrighted material.

At the discretion of the Library Director, the library may grant or deny permission to reproduce materials from its collections.