

Ledyard Public Libraries Historical Research Room Policy and Regulations

Policy

The Historical Research Room at Bill Library contains the materials from both the town libraries and the Ledyard Historical Society. The room is also a repository for the original Bill Library Collection which is on display within. It is a joint effort of the Ledyard Historical Society and the Ledyard Libraries. The Library Commission is grateful for the contribution and participation of the Historical Society, for without their efforts the Historical Room would not be a reality. Without their volunteer help in staffing the room and accessing the collection through indexing and filing, the Historical Room would not be available to the general public. The room is governed by all the policies approved by the Ledyard Library Commission.

- The room is a research area, therefore no books or other material from the room may leave the building. Every effort will be made to assist persons seeking genealogical or historical information within the Ledyard area.
- Materials in the Research Room include books, pamphlets, and non-print materials such as manuscripts, papers, letters, diaries, maps, photographs, slides, tapes, films and other like material pertaining to Ledyard and its immediate environs. A secondary concern is for historical printed matter ie. books, pamphlets, etc. that offer limited coverage to the surrounding towns beyond Ledyard and its immediate environs.
- Gift material accepted for the Research Room must necessarily be limited to books, pictures and original papers due to the room's limited space. Gifts will be accepted only if given unconditionally. The Library reserves the right not to accept an offer if the materials are duplicate, not relevant, not of sufficient importance, or are of a size and condition that would impose an undue storage or conservation burden on the library.
- All archival materials will be appropriately preserved and protected to the best of our ability and resources.

Regulations

Since it would be virtually impossible to duplicate many of the materials in this room if they were lost or destroyed, the following rules will be enforced in order to maintain the security of the room and the materials within, and to ensure continued availability and access to all.

- The room will be open limited regular hours with authorized personnel in attendance.
- No one may enter the Research Room unless accompanied by authorized personnel.

- When the room is not open, catalogued materials which include books, pamphlets, and duplicated material may be obtained from the room by authorized library personnel to be used in the main library room at the assigned reference desk. Authorized personnel will note the patron's name and address and subject of search in a notebook on the table. In addition the patron will be asked to sign their name and address along with the title of the item being used in a library notebook. Such material is to be returned to the library personnel and not left on the desk.
- Original materials which include manuscripts, papers, collections, diaries, ephemera, etc. do not leave the Research Room but may be used in the room with authorized research personnel present.
- Manuscripts: Researchers are asked to handle papers carefully and to maintain their established order in the folder. Papers should be carefully replaced in the folder so that the left edge is along the bottom edge of the folder. Folders should be kept in order in the boxes and files.
- If a researcher wishes to obtain copies of any of the material, the authorized person will do it for them if at the discretion of the authorized person the copying can be done without harming the original material.
- When the room is not open, research personnel will be available by phone. A current listing will be found at the main circulation desk of the library.

Approved by the Library Commission 04/16/2007

LEDYARD HISTORICAL SOCIETY

Janice W. Bell Historical Research Room at the Bill Library

WWW.LEDYARDHISTORY.ORG

Your information:

Name	
Street address	
Town and State	
Zip code	
Phone	()
Email address	
Date of Inquiry	

Information requested:

Along with your question, please list names and dates that you might have associated with any people you are inquiring about. This helps us distinguish between fathers and sons, mothers and daughters, etc., with the same name.

Please continue on back, if more space is needed.

Please email this form to: research@ledyardhistory.org

Or mail to: Ledyard Historical Society, Bill Library, P O Box 225, Ledyard, CT 06339

Information requested, (continued from front):

FOR ARCHIVE COMMITTEE USE:

Responder:

Response date:

Concluded successfully ____ In progress ____ Referred to _____

Unable to help ____ Reason _____

Response: (attach additional pages as needed, including email printouts)

Date this inquiry completed: _____ Recorded by: _____