

## The Chemung County Historical Society's Booth Library

### *Conditions of Use*

**Please read the following rules – they are designed to protect the library collections while providing the best possible service to researchers. Your signature on the On-Site Research Form means that you agree to these conditions.**

1. Researchers **must** register before entering the Research Room. Registration Forms are available at the Gift Shop counter on the first floor. The Chemung County Historical Society reserves the right to request identification from researchers at the time of registration. **Researchers who are not members of CCHS will be charged a research fee.**
2. The Research Room is reserved for the use of Booth Library materials only. All collections are non-circulating. All library materials **must** be returned to the circulation desk before departure.
3. Items from slides, video and audio collections may be borrowed, upon special arrangement.
4. The Research Room has a capacity of four (4) researchers. If the Research Room is at capacity when you arrive, please sign the waiting list and take a seat in the reception area. Seats will be assigned as they become available. Individuals accompanying researchers, who are not assisting with research, may be asked to wait in another area of the building.
5. Food and drink **are not** permitted at the research tables.
6. No containers of any kind are allowed at the tables. This includes (but is not limited to) purses, briefcases, handbags, fanny packs, envelopes, and all notebooks with pockets.
7. Coats and jackets are prohibited in the research area. A coatroom is located adjacent to the gift shop on the first floor for storage of such items.
8. Paper for note taking will be provided to the researcher upon request.
9. Researchers **are not** permitted to enter the library/ archives storage area. See below for information on using catalogs and indexes and requesting materials.
10. The CCHS reserves the right to limit the amount of material used by a researcher at one time.
11. Materials may be kept aside for returning researchers for up to five working days. After that time, unless special arrangements are made, the materials will be returned to the collection.
12. Booth Library staff reserve the right to inspect all materials brought into the Research Room upon departure.

## **Catalogs: How to locate Material**

13. Library materials are cataloged via StarCat, the Southern Tier Library System and can be searched via their website.
14. Scrapbooks may be found by using the card catalog in the Research Room.
15. Materials from manuscript and special collections may be located by either the Manuscript Index or available Finding Aids.
16. For subject reference assistance, please consult Library Staff.

## **Requesting Materials**

17. To request specific material, compile a written list of materials that you would like to request. For books, include author, title and call number. For manuscript items, include collection code, and box number.
18. For those performing subject-based searches, the Library Staff will help you determine what you need.

## **Use of Materials**

19. All material used by the researcher must be handled with the utmost care. Refrain from placing objects, including papers, books and elbows, on materials. In some instances, researchers will be asked to wear cotton gloves while handling materials.
20. Researchers should take care to retain the order of items within folders and boxes.
21. No ink may be used at the research tables. Pencils are provided for use by researchers. Tracing and rubbings cannot be made without express permission from the Archivist.
22. No marks may be made in or on Booth Library materials. Extant annotations found in Booth Library items should not be removed.

## **Reproduction: How to order photo reproductions**

23. Library staff will make photocopies of materials subject to copyright restrictions and concern to the physical preservation of the original. Photocopies are \$.25 per page.
24. Photographs may be photocopied or scanned. Scans are \$1 per image. Additional fees may apply if intended for use in a publication.
25. Researchers may take photographs of items without the use of a flash.

The Chemung County Historical Society

Booth Library

On-Site Research Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Please circle one:

MEMBER

Non-MEMBER

STUDENT

Area of Research: (Please circle all that apply)

Civil War/ Prison Camp

Chemung County History

Mark Twain

Genealogy/ Cemetery Records

Revolutionary War/ Sullivan Campaign

General Research

Other: (Please Specify):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

There is a \$5.00 research fee for non-members. If you are planning to do extensive research, becoming a member of the society might be a less expensive solution. Membership is \$35.00 for an individual and \$25.00 for a senior citizen. Please feel free to ask for an application. Photocopies are \$0.25 per page for all researchers. Please read the research rules as you sign in. Your signature below indicated that you have read the Conditions of Use and agree to these terms.

Researcher's signature: \_\_\_\_\_

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Comments/ Suggestions: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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Office Use Only:

New Member \_\_\_\_\_

\$5.00 fee paid: \_\_\_\_\_

No Information found: \_\_\_\_\_

Copies made @ \$.25/page: \_\_\_\_\_