

Library Policy for Historical Materials

To ensure the security of historical items in the collections, we ask that you leave a driver's license or identification card at the circulation desk. It will be returned once research has been completed and all materials have been accounted for.

Researchers are asked to follow these regulations:

- **Use care when handling historical materials.**
- **Use a pencil when taking notes.**
- **Do NOT bend, fold, crease, write, trace, etc.**
- **Please alert staff of historical materials in need of repair or attention.**
- **Researchers are responsible for any damaged or lost historical materials.**
- **Library Staff have the right to deny handling/photocopying of fragile materials.**

The Laconia Public Library respect the copyright law of the U.S. (*Title 17, U.S. Code*).

The researchers will be held liable for copyright infringement if reproductions are used for anything other than for private study, scholarship, or research.

In order to obtain permission to publish or reproduce any of the materials in the collections, please send a written request to:

*Laconia Public Library
695 Main St.
Laconia, NH 03246*

Thank you!

The Laconia Public Library appreciates your cooperation. We are pleased to share our town's historical documents with all researchers!

I understand the above regulations and agree to abide by them.

Name: _____ Date: _____

