

Voorheesville Public Library Archival Collections

Access and Use Policy

- **Researchers must complete and sign the “Researcher Registration Form.” The form provides a record of how the archive is used which guides future collection related projects.**
- **All archives are non-circulating. Please use the finding aids to request the materials you would like to review. Please provide the collection title and box number. For example, “Smith Family Papers, Box 5.” Only two boxes will be pulled at a time.**
- **The archive contains items that may need special handling, and we ask that patrons use care when reviewing folders and documents. The librarian or archivist may provide special instructions. Please do not remove or add any marks to the material. Please do not have any food or drink when reviewing the archive. Staff may restrict the use of fragile materials.**
- **Permission must be obtained prior to digitally copying any materials. Preservation and legal considerations may inhibit reproduction requests. The library’s “Acknowledgement and Permission to Copy” form must be filled out.**
- **Please maintain the order of the documents and folders within each box. If you believe that an item is misplaced or out of order, please consult a librarian or archivist.**
- **Requested archival materials may be inspected when returned.**