

Fondulac District Library Historical Collection Policy

Due to irreplaceable value of the Historical Collection, use is restricted. Patrons may use two items from the Historical Collection at one time. Access requires a photo ID or a library card which will be kept at the service desk with the items' card until the items are returned. When materials are requested, staff will retrieve them from the Historical Collection. Historical Collection materials must remain on the second floor and within sight of library staff while being used. To prevent damage, scissors or other cutting utensils may not be present when using historical documents or books. Patrons must use caution with pen and pencils when looking at items from the Historical Collection. No food or drink is allowed when using items from the Historical Collection.

Microfilm of past issues of the East Peoria Times Courier is also available. Patrons should direct requests for certain dates to a library staff member for retrieval. The microfilm machine can print copies of screen shots. Patrons may review one roll of microfilm at a time, and a photo ID or library card is also required.

Patrons are not permitted to check out materials from the Historical Collection or remove any books, pamphlets, files, clippings, or photos from protective covers. (In the case of photographs, the scanner may be used to make a copy or create a digital file.) If an item is in a protective cover, patrons should ask for assistance from a library staff member. The library's Fee Schedule states fees for copies and printouts.

Approved October 28, 2013

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