



PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

REFERENCE AND INFORMATION SERVICES

03.04.02.GP1 Use of Local History and Genealogy Materials in Special Collections

PCCLD's ~~Special Collections~~ Local History and Genealogy Department holds archival and reference materials that focus on the region's history and genealogy. ~~contain rare and historical materials focused on genealogy and local and western history.~~ These materials in this reference collection are to be used only in the Local History and Genealogy Department at the Robert Hoag Rawlings Public Library. ~~Special Collections area of the Rawlings Public Library.~~ Staff assistance is provided in to patrons using the collection's resources and to demonstrate how the materials are to be handled and used with proper care.

Approval by the Local History and Genealogy Manager ~~of the Special Collections Supervisor or his/her~~ their designee is required for special use of collections, which may include publishing duplications, or using materials or images in exhibitions. ~~the materials.~~ Customers may be required to wear and use library supplied gloves when handling archived library materials. Other restrictions in the handling of materials may also be required. ¶

~~When using materials from PCCLD's archived collections, the customer will be required to sign and date a book/material card to be retained at the Special Collections desk. Customers requesting use of the collection's archived materials may also be asked to surrender a PCCLD library card, driver's license, or photo ID to be retained at the Special Collections desk until the material has been returned. ¶~~

~~Book/material cards will be reinserted by staff before returning materials to the library's archived Special Collections.~~

Individuals or organizations ~~Owners of material~~ who wish to donate materials to PCCLD ~~are may be~~ required to complete a 03.04.02.F1 Local History and Genealogy Special Collections Gift of Material and Release Form to transfer ownership of the materials from the individual or organization to PCCLD. ~~release the material to PCCLD for storage, publication and/or duplication. ¶~~

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Customers requesting reproduction of materials such as scans of photographs or audio-visual materials are ~~may be~~ required to complete a 03.04.02.F2 Local History and Genealogy Special Collections Purchase Form. Fees for reproductions and document delivery services will be charged to the customer in accordance with PCCLD's Library Fee Schedule.

See also: 03.04.02 ~~Local History and Genealogy Resources~~ Archived Special Collections
03.02.05.S1 Library Fee Schedule