

Shasta Historical Society: Library Use Polices and Form

We strive to make our collections as accessible as possible in order to meet the needs of researchers while maintaining the highest possible level of security for the collections in our care. We hope that these guidelines will help you to prepare for a successful visit. Please call the Shasta Historical Society at (530) 243-3720 or email the [Librarian](#) with any questions or concerns.

- The Shasta Historical Library is free and open to the public. We are open Monday-Friday from 10:00 am-4:00 pm. Guests may call 530-243-3720 or email our [Librarian](#) to make an appointment or answer any questions. Appointments are encouraged, but optional.
- All visitors wishing to use the library must sign in at the reference desk. Your name, zip code, and a short description of what you are researching are required.

General Rules

1. Shasta Historical Society collections are non-circulating. Researchers conduct their research onsite in the library.
2. Food and drinks may not be consumed in the Library.
3. No ink may be used in the library (We have pencils available for your use).
4. Backpacks, brief cases, or other large bags are not allowed in the library. Free lockers are provided to store personal property.
5. Researchers examining photographs, and certain maps, books and papers must wear gloves. Gloves are available from staff.
6. All materials are accessed and returned by the Library Staff.
7. Handle all collection items with care. Regardless of age, each item is unique, important and often irreplaceable.
8. When using archival materials, please keep all materials in the same order as you received them. If something appears to be out of order or in need of repair, please tell the staff.
9. Please leave all items used on the table. Staff will return.

Computers

Researchers may bring laptop and tablet computers into the library.

Citations

By signing in at the Society Library, a researcher agrees to cite the Shasta Historical Society and all appropriate publication citations in any footnotes, bibliographies, or other research publications.

Copying and Photography

- Researchers may not personally photocopy collection items. The staff will photocopy items and only if copying will not damage items. Copying is up to the discretion of staff. Charges are \$.10 per page for Black & White and \$.25 for Color.
- **Obtain permission from Society staff before taking any pictures.** U.S. Copyright laws limit your ability to copy from most published items. Donor agreements may restrict photographing certain manuscript collections.

- To allow researchers to create *reference* images of materials in our collections for *personal use*, the Society may permit the limited use of cameras, including digital cameras, camera phones, laptop and tablet cameras, and video cameras. Researcher use of scanners is not allowed.
- See the Shasta Historical Society’s “Photograph and Film Reproduction Rights Policy” for more information.

Permission

- Please note that ANY use of digital or other photographic copies beyond *personal use*, will require prior written permission from the Shasta Historical Society.
- Permission must be obtained for publication in *any form*, including web sites, blogs, presentations, etc. by completing the “Photograph and Film Reproduction Rights Agreement” form to publish, display, or broadcast reproductions from the collections of the Shasta Historical Society.

Contact the Library Staff

It is always beneficial to contact Society staff prior to your visit. Appointments are not required for use of the library, but to ensure the material you wish to consult is on-site and available for your visit it is best to let the staff know when you plan to arrive. Please call the Shasta Historical Society at (530) 243-3720 or email the [Librarian](#).

Library Access Agreement

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Email: _____

What are you researching today? Please be as specific as possible.

Statement of responsibility

I have read and agree to abide by the terms of the Library Use Rules. Furthermore, I understand that visitors who do not follow the Library’s Use Rules may be asked to leave and may lose their Library privileges.

Signature: _____

Thank you for visiting the Shasta Historical Society.
We hope you had a pleasant research experience. Visit us again!