



Hartford History Center Collections Use

The Hartford History Center at Hartford Public Library, is a special collection of books, photographs, manuscripts, and ephemera relating to the history of Hartford. Though the collection is open to everyone, particular rules governing its use are necessary to assure its availability for generations to come.

- All users of the Hartford History Center collection must fill out a project description form and leave with the desk one form of identification verifying name and address. A form must be filled out for each new project.
- All briefcases, bags, coats, and other personal articles are to be left in the coat closet. Researchers may use pencil, paper, or small personal computers when working with the collections. Pens are not permitted.
- Researchers must fill out a call slip for each item requested.
- Hartford History Center material may not leave the Hartford History Center room.
- Researchers are responsible for the careful handling of all Hartford History Center material. Holdings are not to be marked, folded or mishandled in any way.
- Items in folders must be kept in order. If something appears to be out of order or in need of repair, please report it to a staff member.
- Photocopying is dependent upon permission of staff. There is a 10 cent charge per photocopied page, on site. Customers requesting photocopies by telephone, email, or mail will pay an additional handling charge as noted on the Hartford Public Library Order Form. For completion of scanned or photocopying orders please allow a minimum of five days. We regret that no rush orders can be accepted.
- Photography is permitted for fair use only.
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- Researchers agree to cite **Hartford History Center, Hartford Public Library** anywhere items from the collection are quoted, referred to, or reproduced.

I have read, understood, and agree to abide by the rules governing the use of the Hartford History Center as listed on the back of this form.

Signature: _____ Date: _____