

# HERITAGE ROOM

FAC-3

Approved: 05/09/2012  
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## Policy Statement

A collection of local, regional, and family historical and genealogical materials is available in a space set aside in the library known as the Heritage Room.

## Definition

This room provides locally valuable historical materials for use by customers in the form of books, binders, microfilm, and various other printed forms.

## Guidelines

The Heritage Room and its contents are available to customers all hours that the library is open.

## Regulations

1. All materials housed in the Heritage Room are under the jurisdiction and management of Jensen Memorial Library. Cataloging, classification, and shelving of these materials will be determined by the Director. Materials in this collection are subject to the selection criteria outlined in the Selection Policy (COL-2).
2. Materials housed in the Heritage Room shall not be available for checkout.
3. While library staff will assist in introducing customers to the collection and the basic operation of equipment, it is the individual's responsibility for in-depth research.
4. Computers with access to Ancestry.com are available to the public. These computers are subject to the same usage regulations as all other public-use computer in the library. (See: CSV-2 Public Computer Use policy)
5. The Heritage Room can be used as a study, a tutoring, or a meeting room when not in use by the Genealogical Society.
6. Customers wishing to do research using back issues of the Minden Courier and other Kearney County newspapers on file at the library will be required to use microfilm copies. Original copies of newspapers are not for public use.
7. Use of the microfilm reader/printer must be cooperatively shared if more than one individual is waiting to do newspaper research at the same time.
8. Prints may be made of pages from microfilm for \$.20 per page.
9. Groups wishing to donate items of local historical and genealogical interest to the library collection must obtain permission from the library director. Materials will be accepted only on a permanent basis and, therefore, become property of the library.
10. Disposal of any donated materials in this collection are subject to the regulations set forth in the Material Donations and Gifts Policy (COL-6) and the Maintaining Collections Policy (COL-3).