

Hopkinton Public Library
Treasure Room Policy Highlights

The Treasure Room of the Hopkinton Public Library contains special collections relating to local history and genealogy. These materials are of significant historical value and cannot be replaced. Therefore, **these materials do not circulate**, but are available to researchers for use in the library with the following guidelines.

Access

Researchers who wish to use the materials in the Treasure Room must consult with the Adult Services Librarian, the Director or a designated Staff Member.

- Researchers must **sign in** before using special collections materials providing contact information & a **photo ID**.
- Researchers must return materials to the library Staff Member **to sign out and retrieve the photo ID** when they are ready to leave.
- The Library Staff Member will retrieve and re-shelve all Treasure Room materials for the researcher.
- No food or drink is permitted in the library, especially when handling these collections.
- In order to avoid damage to materials, pens may not be used for taking notes. Researchers must use pencils (or laptop computers) for taking notes.
- Only one box or volume will be issued to the researcher at one time.
- Hopkinton Public Library may deny the handling of particularly fragile items.
- The researcher must maintain the order of the manuscripts and records as received.
- Photocopies may be made at staff discretion.

