



1

Gremms-Doolittle Library
Schenectady County Historical Society
32 Washington Ave., Schenectady, NY
12305

Gremms-Doolittle Library Reading Room Rules and Procedures:

1. In order to protect the collections and provide researchers with adequate room to work, all personal possession, including coats, briefcases, bookbags, purses, and personal books are not permitted in the research area. Please leave them in the lockers provided in the entrance area. The library reserves the right to inspect all research materials and personal articles before the researcher leaves the library. Patrons are asked to bring only a pencil (no pens) and writing materials into the library.
2. Food and beverages are not permitted in the library. Patrons may leave such items in the provided lockers.
3. All Patrons must sign in before using library materials.
4. Leave items on tables or return them to the reference desk after use. Please do not reshelve any materials.
5. Researchers are welcome to bring their laptops, tablets, and smartphones for use in their research. Wireless internet access is available. We also have public computers available for visitors to use for research in our library, including access to the library's subscription to research databases.
6. All archival materials must be handled carefully. Please use only one folder at a time and keep the papers in their existing order. Do not lean or press on archival materials. Do not trace maps or other records. Researchers will be provided with cotton gloves to wear when handling photographs, negatives and other sensitive material.
7. Computers are to be used for historical and genealogical research only. Library staff reserves the right to limit patron computer use.
8. Talking on cell phones is not allowed in the library and all calls must be taken in the lobby.
9. Photocopies are 25 cents per page for sizes 8.5" x 11" (letter) and 8.5" x 14" (legal). All photocopies must be made by volunteers or staff members. The cost of printing from the microfilm reader-printer or from a computer is also 25 cents per page.
10. Digital copies of photographs and documents in the library can be made at the discretion of the library staff. When scans are made by staff using library equipment, the charge for a single scan is \$1.00 per image for low-resolution JPG scans, \$5.00 per image for high-resolution scans, and \$5.00 per image for TIFF scans.
11. The permission to reproduce and publish an item from the library's collections is coordinated through the Librarian. It is the responsibility of the researcher to determine and satisfy copyright or other use restrictions (such as donor restrictions, privacy rights, licensing, and trademarks) when publishing reproductions of materials obtained in the library. Contact the Librarian and request the *Agreement for Permission to Publish* to request permission for public display or publishing.



Gremms-Doolittle Library
Schenectady County Historical Society
32 Washington Ave., Schenectady, NY
12305

Gremms-Doolittle Library Registration Form
Please Print

Name: _____

Address: _____

Phone: _____ Email: _____

Yes No Would you like to be notified of upcoming programs and events at SCHS?

Yes No Would you like to be notified of research materials that we find at a later date?

Are you a:

() SCHS Member

() Student

() Visitor

The undersigned certifies that the information provided above is correct and agrees to comply with all library procedures and policies.

Signature: _____

Date: _____

Verified: _____

Photo ID: