



Town of Tewksbury

Tewksbury Public Library

300 Chandler Street
Tewksbury, Massachusetts 01876
978.640.4490

Local History Room Rules

To ensure the preservation of the unique and valuable items in the History Room, we request that you observe the following guidelines for their use:

- Researchers must register at the Reference Desk of the library to use the Local History Room.
- Researchers should present a valid ID, such as a driver's license, which will be held at the Reference Desk while using Local History room material.
- By registering, researchers agree to all Local History Room Rules.
- Eating, drinking and smoking are not permitted in the Local History Room, or in any other public space of the library.
- Bulky coats, handbags, briefcases, books, etc. are to be placed in the Reference office. Only material for research should occupy the worktable.
- Researchers are not to use pens or any ink while materials are being consulted. Pencils are available for note taking on the worktable. Laptops and tablets are allowed.
- Do not work with more than two archival boxes or three volumes at a time.
- Keep material flat on the table. Place nothing on a book or manuscript, including paper or cards for note taking.
- Preserve existing order of material. Remove only one folder from a box at a time. Turn over each item in the folder as if turning the pages of a book.
- Do not remove any item from the History Room; if photocopying is required contact a staff member.
- Staff will make photocopies as time permits. Copies are 15 cents per page.
- Leave material on the worktable for the staff to re-shelve.
- The Local History Room closes 10 minutes before the general library.
- Researchers who do not adhere to these guidelines may be denied further access.

These regulations are designed to provide security, care, and protection of the Collection. Thank you for your cooperation.