

RACINE PUBLIC LIBRARY

Racine History Room Rules and Regulations

The purpose of the Racine Public Library History Collection is to preserve materials that document the history of Racine and surrounding areas, and to make these materials available to researchers and the general public.

The Racine History Room collection contains current and historical information about the city of Racine, Racine County and Wisconsin. Included in this collection are items published in Racine, about Racine or written by Racine authors, an archival collection of books published by Western Publishing, minutes of local governing bodies, postcards, newspapers and vertical files which contain information, articles and clippings on local and state happenings. Materials are placed in the Racine History Room collection because they are unique, costly to replace or irreplaceable.

Gifts and Donations

The Racine Public Library welcomes gifts and donations of books, artifacts and other memorabilia, which relate in a meaningful way directly to the history of Racine and surrounding areas. Acceptance of such material is subject to the approval library staff. Consideration will be given to appropriateness of the material and the ability of the library to store and house such material in a safe and efficient manner.

Gifts of money, given outright or as memorials, are also accepted and can be designated for the Racine History Room. If the donor has a special area of interest it will be taken into consideration when making the purchase, however, it may be difficult to find items in certain subject areas due to limited publications. In those instances, the library reserves the right to purchase what it deems appropriate. All gift materials are acknowledged and gift-plated.

Withdrawing Materials

The Racine Public Library reserves the right to withdraw materials. Library staff will attempt to offer withdrawn materials to other institutions prior to discarding them.

Room Use

1. The Racine History Room equipment and furnishings will be used primarily for the purpose of local history research and related activities and will be available during normal library hours. The room is not to be used as a study room. The room will be locked when not in use.
2. Reference staff may use the room for proctoring appointments.

3. Patrons wishing to use the room must be at least 18 years old, and must sign-in at the Reference Desk. Patrons will be required to leave a state or government issued photo ID at the Reference Desk while using the collection.
4. Coats, bags, purses, backpacks, etc must be kept behind the Reference Desk, outside of the Racine History Room.
5. Food and drink are not permitted in the Racine History Room.
6. Ink pens of any kind are not permitted while using the materials. Notes must be taken in pencil or by computer.
7. Paper will be allowed at the discretion of the reference staff.
8. Laptops, cameras and scanners are permitted.
9. Librarians will assist patrons in retrieving materials.
10. Materials must be handled with care; they must not be leaned on, written on, folded, or otherwise handled in any way likely to cause damage to them.
11. All materials in the Racine History Room are considered reference and may not be taken out of the Racine History Room.
12. There is a copy machine and a scanner located in the Racine History Room. It is the responsibility of the user to follow all copyright laws.
13. Patrons are asked to leave materials on a table after use for staff to shelve.

Racine History Room Log

A user log will record all users of the room. It will indicate that the user agrees to the provisions of this policy and will include the user's signature, date, printed name, address and phone number. The log will be retained electronically.