



LIVINGSTON COUNTY HISTORIAN'S OFFICE

HOLLY WATSON, COUNTY HISTORIAN

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Patron and Research Center Policy

Purpose

This policy establishes guidelines and procedures for visitors to the Livingston County Historian's Office. Our goal is to ensure that the research room, equipment, collections, staff and other visitors are treated with appropriate respect and professionalism.

General Research Room Rules

- Appointments to the Research Center are encouraged, but walk-ins are welcomed based on availability
- No pens are allowed. Pencils are provided.
- No food or drinks allowed in research room.
- No pets are admitted to the building, though registered service animals are welcome.
- Researchers must fill out a Research Form.
- Please keep voices to a minimum. Please take phone calls outside.

Accessing and Using Materials and Collections

- There is no charge to utilize resources in person at the County Historian's Office nor for basic research assistance, either in person or virtually.
- Do not remove pages from reference binders. Allow clerk to assist.
- Special collections are intended for serious research. Collection materials are available by advance request and with permission from the County Historian. Any use of the material in print or online publication must be cited as follows: "Courtesy of Livingston County Historian's Office, New York."
- To request archival materials belonging to other Livingston County departments, please make requests directly to those departments. The County Historian may be able to facilitate.
- Research materials may be subject to copyright. It is the responsibility of the researcher to seek written permission from the copyright holder to reproduce and/or publish materials under copyright.
- Hands must be washed and dried prior to handling special collections and original archival materials. Materials are to be treated with care and kept in their original order.
- The use of digital cameras, laptops, personal scanners, or any other data-recording devices must be approved in advance. County Historian's Office staff retains the right to limit photocopies and digital copies (see Digital Files Policy).

Agreement

By visiting the research center, patrons agree to abide by these guidelines.

Thank you!