

NEWSPAPER POLICY

The library is open, free of charge, to researchers who are working on projects that require use of the historic collections. Appointments may sometimes be necessary, especially for use of the newspapers. It is best to call ahead.

As part of their orientation to the historic collections, all new researchers shall meet with the Director to discuss their research interests and to review reading room policies. New researchers must complete an application describing their research project and must have available a form of identification (one bearing a photo, e.g., a driver's license or passport).

The *Newspaper Cataloging Manual* of the Library of Congress defines a newspaper as a serial publication designed to be a primary source of written information on current events connected with public affairs, local, national, or international, not limited to a specific subject matter.

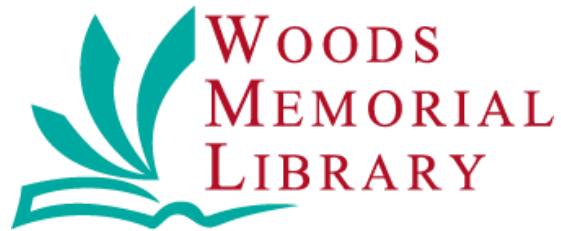
The Barre Library Association owns and maintains a bound newspaper collection; the Barre Gazette (1856-2008), the Barre Patriot, and the Farmers Gazette. These newspapers contain local and national information. To view these titles appointments may be necessary; it is best to call ahead.

These collections are shelved in areas closed to the public. To gain access to them one must have a specific time period in mind and ask a staff member to retrieve the corresponding volume. The paper is generally bound per year, some volumes containing two years. Only two volumes at a time may be brought down from storage.

A log of usage will be kept on all historic collections including the newspapers. In applying to research in the library, readers agree to abide by all the rules and procedures established by the Barre Library Association. The staff reserves the right to examine all materials used.

Only pencils may be used near historic items. Readers may bring in loose-leaf notes or a notebook, as well as a laptop computer for note taking. Readers are responsible for the use and return of materials they have requested and may not lend or exchange them with other readers. All library research materials must be returned to the circulation desk and a librarian before the reader leaves for a break or ten minutes before closing time.

All patrons wishing to use the newspaper collection must be at least 18 years of age. High school students generally do not need to use the historic collections, but if one does show a genuine need and is approved, a parent or a teacher must accompany him or her.



Some of the newspapers are in fragile conditions. In an effort to preserve the volumes until funding is available, access may be restricted to some bound editions.

No volume of any newspaper shall leave the building unless such removal is approved in advance by the Barre Library Association Board of Directors.

Photocopying is not allowed. The Library permits readers to use their own cameras to create photographs for research purposes only.

Library staff reserves the right to limit the number of transactions per session. In most cases, no more than six volumes may be brought down in one day per researcher.

Readers assume all responsibility for securing proper permissions and giving proper credit where necessary.

The following protocols shall be followed when using the newspapers:

- No gum, food or drink near papers.
- No ink pens are allowed near historic documents.
- Please wash hands before using historic materials.
- No post-it notes or adhesive materials may be used in the newspapers.
- All newspapers must remain flat on the table; no other books or materials may be used to prop up binding or keep materials open.
- Scanning is at the discretion of the Director.