

Sutton Room Use

Whereas the Sutton Room and the Research Room contain significant original resources, it is the Library's intent to permit the resources to be made available for public use, but not at the expense of any reduction in value of those original resources by, among other things, defacement, mutilation and/or loss.

Hours:

Sutton Room hours are posted on the Library's website (www.peabodylibrary.org) or can be obtained by calling the Library at (978) 531-0100. Researchers should schedule appointments in advance. Hours are subject to change without notice.

Procedures:

- Researchers must leave valid driver's license or other photo identification at Reference Desk or with the archivist and leave outer garments, briefcases, bags, books, newspapers and all personal belongings in a locker near the Research Room. Only a researcher's notepaper and materials needed for research may be brought into the Research Room. Pencils are the only approved writing instrument that may be brought to the Research Room. Laptop computers, cameras and other recording devices may be used provided that their use does not disturb other users; infringe on copyright; or in the judgment of the archivist, threaten materials. Personal photocopying machines are prohibited.
- Library staff reserve the right to search any materials brought in or taken from the Research Room.
- Researchers must fill out a registration form describing the project they will be working on. Researchers starting new projects will be required to fill out a new research registration form. This registration is for identification purposes and to better assist the archivist. The form shall be kept for one calendar year.
- Researchers must fill out request slips for each collection or item requested. The archivist will retrieve the researcher's materials. The Library will retain the request slip for security purposes.
- Researchers may inspect one item at a time. Only one folder within a box may be removed at a time. Objects must be replaced in the order removed and must remain flat. The archivist will provide cards for place keeping within boxes and folders, and will replace materials in folder or box if researcher is unsure of order.

Sutton Room Use Policy

- Researchers are to keep items in the same order in which they are provided by the archivist. If the contents of a folder, and, or folders in a box appear to be out of order, the researcher must inform the archivist.
- Researchers must place books and materials used in the Research Room on the book cart provided for that use. The archivist will reshelv the materials.
- Archivist will provide gloves that must be worn for handling sensitive materials. All photographic images must be handled with gloves and must be held by the edges. Pillows or other supporting materials will be provided for fragile bound materials
- Marking of materials and tracing of materials is prohibited. Researchers are not to lean on, or rest books on, the surface of items used.
- Materials from the Sutton Room may not be removed beyond the Sutton or Research Room.
- Any person found stealing, defacing, mutilating, or in any way damaging materials will be prosecuted to the full extent of the law.

As approved by the Board of Library Trustees the 4th day of April, 2016