

SUTTON ROOM USAGE POLICY

The Peabody Institute Library welcomes visitors to the Eben Dale Sutton Room to conduct regional and local history research. To ensure lasting value of original and rare resources located in the Sutton Room, researchers agree to abide by the following guidelines:

Preparing for Your Visit

Visitors who wish to conduct research using materials located in the Sutton Room are asked to request those materials in advance of their visit to allow the librarian/archivist to prepare the materials for use. Materials will be placed on hold for use in the Sutton Room and made available during open hours or by appointment.

During Your Visit

All visitors are asked to leave personal belongings (bags, coats, outside books, notebooks) in a secure area. Drinks in a closed container may be kept and consumed at the secured area.

The Sutton Room is open to use by local residents and non-local visitors. New researchers are asked to register and provide a form of identification or their Peabody library card. Returning researchers sign in with the librarian/archivist to retrieve their materials.

Laptops, phones, tablets, and cameras with flash off are permitted at the research table. Pencils, paper, and vinyl gloves (for photographic materials) will be provided by the librarian/archivist.

Handling Special Collections

Researchers are strongly encouraged to wash and dry their hands prior to handling rare books or archival materials and may wish to do so after handling certain materials such as old leather books. Public restrooms are located on the first floor at the main entrance and the second floor at the end of the staff office corridor.

Researchers are advised to turn pages slowly, keep all materials flat against the table or book cradle, and handle materials by the outermost edges. Archival materials should be kept in the original order and one folder removed from the box at a time. Be careful not to lean on, tear, trace, or mark any of the materials. Notify the librarian/archivist if materials appear damaged or out of order.

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Concluding Your Visit

At the end of the session, return materials to the librarian/archivist. The librarian/archivist may inspect any material or belongings exiting the Sutton Room. If you plan to return to use the materials again soon, notify the librarian/archivist that you would like to extend your hold.

Due to the personal nature of local history collections, some materials may be restricted by copyright or donor agreement. It is the responsibility of the researcher to obtain permission from the copyright holder and/or Peabody Institute Library prior to publishing photographs, manuscripts, or other intellectual property.

Peabody Institute Library appreciates receiving publications donated by authors who conduct research in the Sutton Room.

As approved by the Board of Library Trustees the 15th day of November, 2021.