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RULES AND REGULATIONS FOR LIBRARY AND ARCHIVES

The Georgia Historical Society is a research library. The following procedures are designed to ensure that all patrons and visitors are able to use the Library's resources and services effectively and to ensure an orderly and pleasant research environment. They are also important to ensure the security of the staff, patrons, and materials in Hodgson Hall. Your cooperation in adhering to these stipulations and verbal instructions from the staff is required and greatly appreciated.

An individual's failure to comply with the rules may result in a number of measures up to and including indefinite suspension of visitation and usage privileges. At Georgia Historical Society's discretion, membership and visitation fees may be reimbursed as necessary.

Please note: The Georgia Historical Society monitors this facility with video surveillance.

Behavior that interferes with Library services and activities is prohibited. This includes, but is not limited to:

- Disorderly or disruptive conduct
- Obscene, profane, or abusive language or acts
- Possession or use of alcohol or illegal drugs; intoxication
- Mutilation, defacement, or theft of library property
- Use of furniture, library equipment, and/or facilities in a manner for which they were not intended or designed (see internet access and computer use policies and procedures for additional information)
- Harassing or threatening others
- Selling, soliciting, or mass distribution of materials
- Smoking, eating, or drinking
- Sleeping
- Loitering
- Violation of rules concerning use of library materials

Interference with employees in the performance of their duties is prohibited. This includes engaging in inappropriate conversations or behaviors, sexual advances, or physical or verbal intimidation or harassment.

Patrons are expected to comply with the following Reading Room rules:

- All patrons are asked to sign in, complete a researcher application, and provide proper photo identification.

- All personal materials including purses, briefcases, bags, knapsacks, cameras, etc. should be deposited in lockers (and are subject to inspection) at the reference desk. Staff approval of personal materials essential to research activities must be granted before research begins.
- Lockers are provided for temporary, daily use by patrons. Any items remaining in lockers at close of business will become the property of GHS.
- All Library and Archival materials must remain in the Reading Room.
- Notes may be taken only with pencil, audio recorder, or personal computer.
- Please do not use pens, highlighters, etc. These instruments are strictly forbidden.
- Please do not make marks on materials, or take notes on top of materials. Please no tracing, and do not place books or other objects on top of materials.
- Minors must be accompanied by a parent or guardian. Loud or disruptive children and adults with them may be asked to leave.
- Materials will not be retrieved from the archives wing after 4:30 p.m. and must be returned to the reference desk by 4:45 p.m.
- Staff reserves the right to examine research materials, personal notes, etc. at any time.
- Manuscripts, photographs, postcards, and rare books must be used at the designated table and are the only materials permitted for use at that table.
- Please use paper provided by GHS staff for note-taking while using manuscript materials.
- Please wear white gloves provided by GHS staff when viewing photographs and artifacts.
- Existing arrangement of unbound materials must be preserved at all times. Advise staff of any materials you believe to be out of order but do not change the order.
- Only one folder may be removed from a box at a time; however, relinquishing a folder to reference staff may permit removal of another folder.
- Ability to copy materials is pursuant to staff assessment of condition.
- Please use photocopy request slips to request copies.
- Large photocopy orders require pre-payment and will be filled as time permits.
- Please not remove items from folders for copying.
- Staff cannot make photocopies after 4:45 p.m.
- Large documents cannot be photocopied; see staff for reproduction services available.

Patrons will keep the volume of their conversations as low as practical while in the Reading Room.

Patrons will use earphones with all audio/video and computer equipment with sound.

Patrons will use personal telephones only in elevator hallway or outside. Ringers on pagers or cell phones must be muted in the Reading Room.

Patrons must wear appropriate attire at all times.

Animals (other than those required for personal assistance) are not permitted in the Library.

Any violation of federal, state or local laws, ordinances or regulations will be prosecuted to the fullest extent by law.

THANK YOU FOR YOUR COMPLIANCE AND YOUR COOPERATION IN MAKING THE GHS LIBRARY AND ARCHIVES READING ROOM A PLEASANT AND SECURE RESEARCH ENVIRONMENT.

