

## Guidelines

If you are planning a research trip to Luzerne County Historical Society's Bishop Memorial Library & Archive, we ask that you please review the following guidelines in preparation for your trip. If you have any questions, feel free to call 570-823-6244 and ask a member of our staff.

1. We recommend that you call a day or two in advance of your trip if you are traveling a long distance, especially in the winter – inclement weather or staff illness occasionally necessitate unexpected closure for a day or two.
2. A \$5.00 daily research fee is requested for utilizing the Library. Members of the Society are exempt when they present their valid membership card.
3. All visitors must use pencil only while working in the Library. Use of ink pens is prohibited. Pencils are available for your use.
4. Laptops are allowed for note-taking and electrical outlets and a wireless Internet connection are available.
5. Food and drink of any kind is prohibited within the Library.
6. Nothing from our collection is permitted to be removed from the Library. The act of removing any item from our collection is considered a violation of the Pennsylvania Crimes Code.
7. Please refrain from bringing large tote bags, duffle bags, or containers into the Library. All purses, bags, briefcases, notebooks, etc., are subject to search prior to leaving the Library at the discretion of the Librarian.
8. All copies must be made by the Library staff and cost \$0.25 per page. Visitors requesting photocopies must adhere to all applicable state & federal copyright laws, including Title 17, United States Code. The Luzerne County Historical Society will utilize the following criteria when fulfilling requests for photocopies:
  - A. The Luzerne County Historical Society will assume the information will be used for private purposes, and has been given no notice that the reproduction will be used for something other than private study and research.
  - B. The quantity requested from a particular copyrighted work
  - C. The age and condition of the item; for example, ledgers in our Manuscript Collection will not be photocopied due to their age and fragility.
9. Photography and scanning of documents, photographs, or books in the collection is prohibited unless permission has been given by the Library staff. The exception is photographing items which cannot physically be photocopied. In this case, please inform the Librarian beforehand and do not use the flash.