

RULES OF THE BCHS RESEARCH LIBRARY

For the continued conservation of the materials, we ask that you kindly wash and dry your hands before handling the materials. Thank you for your cooperation.

(1) The Bronx County Historical Society Research Library is open Tuesday-Thursday from 9AM to 5PM, by appointment with the Librarian. The Research Library closes at mid-day for Lunch.

(2) For your comfort, as well as for space and security reasons, we ask that all researchers leave overcoats and large parcels in the ante-room area.

(3) Smoking, eating and drinking are not permitted in the Research Library.

(4) Research materials cannot leave the Research Library, nor is browsing allowed. The resources of this highly specialized collection have been assembled with great care through the years, and many of the items are now irreplaceable. When using Vertical Files or photographs, please retain items in their original order. Gloves are provided for those handling photographs. If you need further materials, please ask the Librarian.

(5) Photocopying of clippings, photographs, postcards, magazines and most books and pamphlets is possible; please ask the Librarian for assistance. There is a charge of 50 cents per page. Duplication of "The Bronx County Historical Society Journal" is \$20.00. Microfilm reproduction is 50 cents per page. A duplicate of a cassette tape is \$50.00 per tape. Copy of a video tape is \$80.00, or a rental fee of \$25.00.

(6) If a copy of a an image is required (see fee and user schedule.) All fees are subject to change without notice.

(7) Please note that all items, either published or unpublished, are protected by U.S. Copyright Law.

(8) Inquires requiring extensive research staff time are charged at a rate of \$40.00 per hour, plus copy costs, postage and handling.

(9) Researchers are asked to send the Research Library a copy of their research so that others can share in their findings. Submitted research is added into the collection with the name of the donor so noted.

(10) There is a fee of \$10.00 per day, per person to use the Research Library. Students are always free.

PLEASE SIGN TO ACKNOWLEDGE THAT YOU HAVE READ THE ABOVE RULES.

Signature _____ Date _____