

Caroline County Library

HERBERT R. COLLINS COLLECTION OF GREEN FALLS USE POLICY

Policy Statement

The Caroline County Library is proud to house the Herbert R. Collins Collection of Green Falls. Located in the Bowling Green Branch, this special collection contains items from the personal library of Mr. Herbert Ridgeway Collins, a local historian, to be used for genealogical and historical research. It includes Caroline County family histories, an extensive Virginia collection, journals, original Caroline Progress newspapers, and more historically relevant materials. The collection is not open for public browsing, but is available to interested researchers by appointment. All materials must be kept inside the library.

Policy Regulations

Per the conditions set down by Mr. Collins and agreed to by the library, researchers wishing to view or use the collection must abide by the following rules:

- Materials in the collection are not available for interlibrary loan or use at another Caroline County Library branch. No materials can be removed from the reading room without the permission and supervision of library staff.
- A staff member must supervise researchers at all times when using the collection.
- Use of the collection is available by appointment only and subject to the availability of library staff.
- Appointments are only available during the library's standard days and hours of operation. All appointments must conclude thirty (30) minutes before closing time in order to safely return all materials and secure the room in a timely fashion.
- All appointments must be scheduled at least one (1) week in advance.
- While the library will attempt to accommodate all requests to use the collection, it reserves the right to limit or refuse any requests that exceed our capabilities.
- All researchers must check in at the front desk upon arrival and present a photo ID. IDs will be held at the front desk, and returned when the patron leaves the reading room.
- Researchers under the age of 18 must be accompanied by a parent or responsible adult.
- Only loose paper, pencils, a hand-held digital camera, and a laptop or computer tablet are permitted in the reading room. All other personal possessions must be left either in the researcher's vehicle or in the front office of the library, including bags, envelopes, folders, binders, notebooks, legal tablets, pens, or containers of any kind. The library is not responsible for the loss or damage of any possessions while using the reading room.
- Any materials taken into the reading room will be examined by staff when leaving the room. If using a laptop, please open it and show it to staff.
- Neither food, drink (including water), nor gum is allowed in the reading room.
- All collections and books must be handled with extreme care and with clean hands.
 - Take care to make no marks on the materials.
 - Keep materials in the exact order you found them, and do not remove materials from their folders.

- Place materials flat on tables or on angled foam supports provided by staff.
- Materials may not be held in the hands or in the lap.
- Do not lean on the materials or place anything on top of the materials.
- Use care when turning pages so that they will not be torn or otherwise damaged.
- You may request a magnifying glass for easier viewing.
- Gloves must be worn when handling photographs or artifacts.
- Items in the Rare Book collection or those in delicate condition should only be handled by library staff.
- Limited photo-duplication is available for some materials.
 - Photocopies cannot be made of items in the Rare Book or Virginiana collections or those items that are in delicate condition.
 - Ask staff for assistance with other materials to be photocopied.
 - The use of digital cameras by researchers is allowed with some restrictions.
 - Hand-held cameras only.
 - No flash or tripods are allowed.
 - Digital surrogates taken by researchers are for private research only, not for publication.
- Wireless internet is available in the reading room; however, the library cannot guarantee Internet capabilities. Library staff will not physically handle personal electronic devices during any troubleshooting processes.
- If unforeseen circumstances, such as electrical outages or inclement weather, cause the library to be closed or the reading room to become unavailable, we reserve the right to cancel any scheduled appointments. Staff will attempt to contact researchers, but it is the responsibility of the researcher to confirm that the library is open and the room is available.
- Any violation of these rules and regulations may result in an order to vacate the premises immediately and/or suspension of the privilege of using the collection.

Adopted by Caroline County Board of Supervisors January 14, 2020