



The History Center at the Port Washington Public Library
One Library Drive
Port Washington, NY 11050

HISTORY CENTER RESEARCH ROOM PROCEDURES

- 1) The History Center's Research Room capacity is a maximum of three (3) persons in addition to the Archivist.
- 2) Researchers must be sixteen (16) years of age or older.
- 3) No food or drink is permitted inside The History Center at any time.
- 4) Only items necessary for research such as paper, pencils, and laptops without cases are permitted in The History Center.
- 5) Safe handling of collection material is of the utmost importance. Archival collections should be left in the state and order in which they were found. Please listen carefully to instructions for handling materials.
- 6) Determination of which materials are available for use and when surrogates must be used in lieu of originals is at the sole discretion of the Archivist.
- 7) Only one (1) box of materials may be viewed at a time.
- 8) Personal cell phone photography of materials is permitted; however, permission must first be granted by the Archivist. Personal items are subject to examination upon entering and leaving The History Center (as per the Library's Standards of Conduct).
- 9) Please inform the Archivist of your intentions to publish or cite materials from the collections by specifying the item(s) cited and the title, publisher, and publication date of the impending work. In lieu of commercial use fees, we request that authors provide one free copy of their publication to the Library. Credit lines should appear as follows: "Courtesy of the History Center at the Port Washington Public Library."
- 10) Researchers are reminded that it is their obligation to comply with copyright law when publishing or otherwise using materials. Researchers are advised that the disclosure of certain information pertaining to identifiable, living individuals without the consent of those individuals may have legal ramifications.