

**Judge Joseph H. Steere Room
Use Policies
Bayliss Public Library**

- Many of the materials in the Steere Room are unique, and irreplaceable.
 - Researchers may bring laptops/tablets, or pencil/paper into the room for note taking.
 - Pencils are provided, if necessary. Ink pens are not permitted.
 - Bags are not allowed into the Steere Room. Patrons' briefcases, backpacks, and large purses may be stored at the Circulation Desk. Coats may be hung on the nearby coat rack.

- Care must be taken in the handling of materials and clean hands are encouraged. Cotton gloves will be provided, and are required for handling photographs.
- No material may be taken out of the room.
- Some materials may be photocopied, subject to library staff approval. Staff will perform photocopying.
- Patrons may take photographs for personal use. (Permission must be granted for publication.)
- All locked cases and cabinets will be kept locked. Library staff will provide the requested material.
- Use of the room is restricted to adults or students who have made an appointment and are supervised by Library staff and a parent. No more than four people may use the room at one time.
- Appointments are strongly recommended for in-depth research projects.

04/13/2022