

Guidelines for Using The Mariners' Museum and Park Library

**In order to preserve our unique collection,
we ask that you please observe the following guidelines:**

1. Registration

- All visitors register each day. Please print your name and full address in the visitors' register.
- Patrons are allowed to bring laptops, pencils, writing paper and notes, if necessary, into the research area.
- We provide storage for all briefcases, cell phones, cameras, scanners, backpacks, purses, book bags, packages, etc. You may access the area while researching.
- Heavy coats should be left in the storage area.

2. Access to Materials

- To preserve our collection, the stacks and archives are closed to the public.
- To search for items in the collection, use the [online card catalog](#) and [archival finding aids](#). Library staff will be glad to assist you with your searching.
- Library staff will have all requested materials in the Research area at the time of your appointment.

3. Handling Library Materials

- Care in handling materials is essential for their long-term preservation. We ask that you wash your hands thoroughly prior to handling materials.
- For writing by hand, please use only pencils. We can provide both pencils and paper if you need them.
- Please do not press on the surfaces of books while writing. Do not trace printed materials.
- Please use gloves when handling photographs and documents on vellum or parchment. Gloves will be provided.

4. Requesting Scans

- Library staff will create low-resolution digital scans that are available for \$1.00 (\$0.50 for members) per page. A processing fee of \$15 for Museum members and \$30 for non-members will be added for scans in excess of 50 pages and will be applied to each set of 50 pages.
- Please note that we follow copyright guidelines.
- Bookmarks will be provided for identifying pages in printed materials that you wish to be scanned.
- Each item presented for scanning will be considered on a case-by-case basis. Fragile or brittle materials and oversize materials that do not fit comfortably on the scanner will not be copied.

5. General Guidelines

- Smoking, eating, and drinking are prohibited in the Library.
- Restrooms are available for your convenience.
- An outlet is available to charge your laptop.
- The Museum's guest wifi is available if you need access.