

SPECIAL ANNOUNCEMENT AND ALERT

UPDATED SECURITY POLICY EFFECTIVE MONDAY, FEBRUARY 2, 2009

TO RESEARCHERS USING THE LOCAL HISTORY & GENEALOGY READING ROOM OF THE LIBRARY OF CONGRESS

Upon entering the reading room, please sign in. You must have a Reader Registration card to use the Local History & Genealogy Reading Room. Additionally, you will have to show this card to the Collections Access, Loan and Management staff each time request slips are submitted.

The security initiatives of the Library of Congress limit the personal belongings that may be brought into the Library's reading rooms to achieve the following objectives:

- ensure an atmosphere that fosters research in the reading rooms
- facilitate the ability of the staff to observe actions that may endanger the collections
- further reduce the opportunity for those few users with criminal intent to remove or mutilate Library materials

Items or aids that may be brought with you into the Local History & Genealogy Reading Room:

- * Binders, composition books and notebooks
- * Computers (laptop without the case)
- * Paper (writing)
- * Pencils and pens
- * Personal books, needed for research
- * Sport coat, suit jacket or sweater

Additional items that may be brought into the reading room *only* with the permission of the reference staff include:

- Cameras (to use in photographing items in the collection)
- Hand-held computer scanners
- Hand-held photocopiers

On the verso of this page is a list of items that may not be brought into the Local History & Genealogy Reading Room. Our security measures strengthen policies implemented to protect the Library's valuable collections and assure their continued availability to researchers. Authority for implementing these security policies is found in LCR 1812, Section 6.

The cloakroom is located in room LJ G39G. The hours are:

Monday, Wednesday, Thursday – 8:30 am – 9:30 pm

Tuesday, Friday, Saturday – 8:30 am – 5:00 pm

Failure to follow these procedures may result in removal from the Library.

(Over)

Items that MAY NOT be brought into the Local History & Genealogy Reading Room include, but are not limited to, the following:

Audio devices (includes radios, cassette players, “Walkman” type devices, etc.)

Baby strollers or carriages

Briefcases

Cases for equipment

Cellular or portable telephones must be on silent mode. Phone conversations must be taken outside the reading room.

Computers larger than laptop size

Containers – capable of concealing a book measuring 9.5” x 6.25” (including bags, boxes, backpacks, knapsacks, shopping bags, sleeping bags, etc.)

Drinks (including bottled water)

Food

Food or drink containers

Handbags – larger than 9.5” x 6.25”

Luggage

Musical instruments and their cases

Newspapers

Outerwear, e.g. raincoats, overcoats

Pets

Photocopiers larger than hand-held

Portfolios

Scissors or other cutting implements

Televisions

Typewriters

Umbrellas

Please be advised that the Library is not responsible for unattended items and that the Library staff are not allowed to attend to your items. Please use the cloakroom (LJ G39G) to store your belongings when you visit the Local History and Genealogy Reading Room.

February 4, 2009