

This policy is to govern access to print and recorded materials in **Special Collections** located in the Eloranta Room, Hurd Room as well as anything in the library that is part of the Archives Collection.

Special Collections include the 1901 Collection, town histories, town reports, Miles Collection, Olin L. Warner Collection, genealogies of Westminster families, vital records, high school yearbooks, books by local authors/residents, maps of the Town of Westminster, as well as media in the form of movies or sound recordings that pertain to Westminster or its inhabitants.

- Access to Special Collections or Archives will be available by appointment during hours that the library is open.
- Any member of the public will be allowed to have access.
- Exact copies of rare or irreplaceable items may be presented to the requestor in lieu of a fragile original.
- Special Collections may be used under the following conditions:
  1. Materials will be retrieved by a member of the staff by appointment, or on demand if staff is available. Patrons are encouraged to call the library at 978-874-7416 to request material in advance.
  2. Users may not be left alone in the Hurd Room when browsing the collection. Special collection items cannot be taken from the library.
  3. Items retrieved for patron use are to be consulted at the tables on the main floor. Note-taking is to be done by tablet or similar device or by pencil, not with ink pen. Refrain from eating, drinking, or gum use when using archival material.
  4. Handbags, briefcases, three-ring binders (especially with pockets), backpacks, over coats, shopping bags, or other large objects must be left at the Public Service Desk when materials from Special Collections or Archives are in use.
  5. Return all retrieved materials to the main desk. If one needs to return another day to continue research, items can be held at the main desk.
  6. Staff is responsible for reshelving all materials and securing the Eloranta or Hurd rooms.

## Copyright

The Town of Westminster and Forbush Memorial Library do not hold the copyright to many of the items in its collection. If the work is subject to copyright, the copyright remains with the producer or publisher of the work, or with others to whom the copyright may have been assigned. The researcher is responsible for obtaining permission from the copyright holder before publishing any of the material.

Some graphic material may have additional restrictions beyond copyright. If literary rights are involved, it is up to the researcher to respect the owner's rights.

In addition, we request that any material reproduced from our collections include the credit line "Courtesy of the Forbush Memorial Library, Westminster, MA".

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## Making copies

- Before copies can be made from Archival or Special Collections material, a member of the staff must examine the item to determine whether it is sturdy enough to withstand being copied. Some material cannot withstand copying and some may require staff to make the copy.
- 10 cents will be charged for each copy made in the library.
- Printed material may be photographed for personal use. Photography of illustrations or artwork requires filing a written permission form. Photography intended for publication requires filing the Application for Permission to Use Photographs form available from the Library Director's office.