

## Marin History Museum

### Access Policy for Library Collection

- The use of the library is restricted to the hours that the Librarian is available. The Librarian is available Tuesday and Wednesday from 10-3.
- Library materials do not circulate. All materials are paged by the Librarian and researchers may not browse the collection.
- Photocopying must be done by staff. In cases where extensive photocopying is required, copies may not be available the same day. Postage will be collected to pay for mailing if that is necessary.
- Researchers are permitted to photograph with a digital camera when library collections are too fragile to be photocopied or scanned.
- For extensive newspaper research the Marin History Museum asks researchers to use the microfilm copies at the Marin County Library Civic Center Branch.
- Materials are available for use only in designated research areas.
- Smoking, eating, and drinking are not allowed in the Collections and Research Facility.
- The use of pens is prohibited in designated research areas; only pencils may be used and can be supplied by the museum.

**These regulations are subject to change at the discretion of the Director of the Museum.**