



Heritage Room Use Policy

1. No food or drink is allowed in the Heritage Room. Please wear foot apparel at all times.
2. Quiet study is available in the Heritage Room; please no cell phones/audible devices or study groups.
3. On occasion, staff-guided Heritage Room tours, viewing appointments and Library meetings may disrupt quiet study; we apologize for any disruption this may cause.
4. The High School Yearbooks in the Heritage Room are a browsing collection only; Library staff are unable to copy and email a school photograph(s) or verify attendance.
5. All items in the Heritage Room are Library use only; local history books, magazines and yearbooks can be retrieved by a staff member for patron use in the Heritage Room.
6. No more than three items can be pulled for an individual at a time. A valid library card is required and will be held while the items are viewed.
7. Heritage Room collections or locked-case items can be viewed on an appointment basis only. Please call Laura Davis at (951) 461-6138 to make an appointment or inquiry. These items must be used under the supervision of Library staff.
8. Use a pencil only for taking notes while handling Heritage Room materials. Pencils may be requested at the Reference Desk.
9. Do not photocopy materials without the librarian's permission. Many items are fragile and photocopying may cause irreparable damage.
10. Requests for photocopies via email, mail, phone or fax will be billed at 10 cents per page plus postage. Normal photocopier costs apply to on-site visitors.
11. Audio-visual materials are presently being cataloged and reformatted; at this time they may only be used on the Heritage Room computer with the supervision of a staff member.
12. Requests for scanning photographs must be made using the Image Reproduction Form. The cost of a photograph copy is \$5.00. Some photograph may not be reproduced.
13. To make an appointment for a tour of the Heritage Room, please contact Laura Davis at (951) 461-6138.

Thank You!