

# Research Library Rules and Procedures

## Location

175 Pine Street - Room 2  
Manchester, Connecticut 06040

## Hours

- 10 am to 1:45 pm on Thursdays
- Other times by appointment

## Rules

- All visitors must sign-in; a sign-in log, requiring name, town, time-in, and time-out will be on the library table
- Pencils only, no pens
- Food and drink not permitted
- Use of a laptop is allowed
- Bags of any kind are not allowed
- Lockers are available to store bags and other personal items under lock and key.
- WiFi access is available; ID and password are posted in the Library
- Photocopy fee as posted in the Library
- Photographs may be taken but no flash and no more than 20% of an item
- Photographs taken in the library may not be published, posted on the internet, donated/sold to another repository, or exhibited in any way without prior written permission. Reference the ***Rights and Reproduction*** section below.
- Cell phones must be placed on vibrate mode and calls must be taken outside the library area
- A volunteer Librarian will be available to aid you in your search

## Rights and Reproductions

- Photocopies made by the library are intended for reference purposes only. All requests for photographic reproductions should be directed to the librarian of the day or forwarded to [researchlibrary@manchesterhistory.org](mailto:researchlibrary@manchesterhistory.org)
- All materials copied this way must have the Manchester Historical Society referenced with any dissemination or distribution

## Archived Sources – Restricted Access

- Librarian will retrieve archived items upon request