



**BURLINGTON PUBLIC LIBRARY**  
*Serving the community since 1896*

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[www.burlingtonctlibrary.info](http://www.burlingtonctlibrary.info)

## **Burlington Local History Collection Burlington Room Public Use and Donation Policy**

The mission of the Burlington Room is to collect, preserve and make available for public use the papers, photographs and related archival print material that document the history of the Town of Burlington and its residents, before and after its establishment in 1806.

### **Room Use Procedure:**

1. Use of the room will be by appointment only or when staffed.
2. All visitors to the Burlington Room will be asked to read the policy statements and sign the registration form indicating their agreement to abide by these rules.
3. Materials are to be used only in the Burlington Room under the supervision of library staff.
4. The Burlington Room is a research area, therefore no books or other material may leave the room.
5. Materials must be handled with care; they must not be leaned on, written on, folded, or otherwise handled in any way likely to damage them.
6. No food or drink is allowed.
7. Only pencils will be used.
8. All coats, purses, bags, etc. will be kept separate from collection. No items will be loaned out.
9. One item will be examined at a time.
10. A copy machine is available for patron use at user's expense. Please obtain permission to copy archival materials. Copies are allowed for personal use only, and do not constitute permission to publish. Patrons wishing to publish Burlington Room materials in a brochure, web site, or other printed document must request permission using the *Permission to Publish Form*. All responsibility regarding copyright is assumed by the patron.
11. Visitors doing genealogical research will be given the opportunity to leave their contact information so that other researchers of the same family may contact them.

## **Donation Policy:**

Any gifts given to the Burlington Public Library's Burlington Room are deductible from taxable income in accordance with the provisions of Federal income tax law. However, library staff cannot, in their official capacity, give appraisals for the purpose of establishing the tax-deductible value of donated items. Evaluations must be secured by the donor at his/her expense.

The Donor hereby transfers and assigns without condition or restriction, all right, title and interest free of restrictions or encumbrances on the tangible personal property listed above (the "Object") and all rights associated with it to the Burlington Public Library's Burlington Room. Donor warrants and represents that Donor has full power and authority to transfer the Object to the Burlington Public Library.

**All gifts will be acknowledged by a thank you letter within 30 days of the donation. Where necessary, staff will give donor a deed of gift form. The following statement will be incorporated in such letter:**

*Any material received becomes the property of the Burlington Public Library. It is understood that the Burlington Public Library reserves the right to use or dispose of the above-mentioned articles in whatever way is deemed best for the library and the public. Those items kept will be cataloged, indexed, stored and made available to individuals researching the history of the town of Burlington and its residents.*

All donated material to the Burlington Room will be cataloged by the library staff and/or the Local History Specialist. In the event that original cataloging is needed the library will send the material to an outsourced cataloging service. A modest fee will be paid for the cataloging.

Cataloged materials will be filed in the Burlington Room of the Burlington Public Library where access to the information will be made available during limited library hours, or by appointment, under the supervision of authorized staff.

Any material on loan for an exhibit will be returned at the end of the exhibit. Any material on loan to be copied will be returned to the owner within 30 days.

Copyright statement:

The copyright law of the United States (Title 17, United States Code) governs the making of reproductions of copyrighted material. Material from the picture file is protected by the copyright law. The library makes pictures available for the personal use of the borrower to be used for private study, scholarship or research. Reproduction, alteration or derivative use of this visual image for the purposes other than those listed above without the express written permission of the copyright holder may constitute an infringement of copyright law.

I have read and hereby agree to follow the rules set forth in this policy:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved and adopted by the Board of Directors, May 4, 2010