

## The Baton Rouge Room Patron Use Policy

The mission of the Baton Rouge Room Collection is collect, manage, preserve, and provide access to, items that represent significant historical actions of local governments, businesses, residents and institutions of the City of Baton Rouge and East Baton Rouge Parish. These items include but are not limited to photographs, manuscripts, documents, periodical publications, audiotapes and memorabilia.

Materials housed in the Baton Rouge Room are free and open to the public. Rules concerning the use of the materials in the Baton Rouge Room are designed to protect the materials and ensure that they will be available for future use. We appreciate your cooperation.

### Circulation Policy

In order to obtain materials from the Baton Rouge Room's holdings it is advised that researchers search the Baton Rouge Room's items via the online Digital Library and InfoGuide at [www.ebrpl.com](http://www.ebrpl.com) in order to identify materials applicable to their research before coming to the Baton Rouge Room. Allowing for time, the archivist may also help patrons to identify relevant items.

The Baton Rouge Room is a closed stack collection. Researchers may not browse materials directly. Use of physical items will be supervised.

Baton Rouge Room materials that are unprocessed may not be used without the permission of the archivist.

Restrictions vary from collection to collection. Access to some materials may be limited by the donation agreement.

With the exception of non-reference books and oral histories, Baton Rouge Room Materials do not circulate.

### Appropriate Handling of Materials

Important Advice for Manuscripts Users: NEVER remove items from their folders, either in studying the documents or in preparation for requesting a scan of them. If you identify a document you would like to have scanned, consult the archivist for instruction in how to request the scan. If you do not follow proper procedures you will be denied further access to the materials. Self-service photocopying of materials is not allowed.

### Duplication of Materials

Scanning is currently the only duplication option in the Baton Rouge Room. At this time a limit of 10 scans per weekly visit is strictly enforced.

Scanning of materials is allowed as long as physical condition, current copyright law, and the Libraries' agreement with a donor allow. If the archivist determines a request exceeds fair use under copyright law a request will be denied. Requests will be denied if the item is too fragile, will damage the material, or if the size of the request will place an unreasonable strain on available staff resources.

Digital photography is permitted, but no flashes are allowed.

### Copyright

Copyright protects the rights of the creators of published and unpublished original works, including photographers, artists, architects, publishers, singers, writers, and composers. The copyright holder has the exclusive right to reproduce the work, prepare derivative works, distribute and/or sell copies of the original work, and perform or display the work publicly.

Works created and published on or after January 1, 1978, are protected from creation throughout the life of the creator plus 70 years after the creator's death. Unpublished works are protected from the life of the author plus 70 years. If the death date of a creator of an unpublished work is unknown, the work is protected 120 years from its creation. Since copyright law continues to evolve, patrons are advised to consult the current copyright laws.

Copyright ownership varies from collection to collection in the Baton Rouge Room. Please consult the archivist with questions of copyright ownership.

### Permission to Quote or Publish

By providing reproductions of materials from the Baton Rouge Room, the East Baton Rouge Parish Library does NOT grant permission to publish or exhibit. Reproductions are provided for personal research purposes only. They may not be copied or distributed. Written permission to publish must be obtained from copyright and/or literary rights owners for any publication or commercial use of copies. Fees may be charged at the discretion of the archivist.

### Permission to use Photographs

Researchers wishing to use photographs or other materials to which the Baton Rouge Room holds copyright will be required to fill out a permission form and appropriately cite the East Baton Rouge Parish Library in any publications in which the materials appear.