

Policy for Use of the Delaware Room

The Delaware Room was created with a gift from Hazell Smith given for the purpose of providing a place to develop a collection of materials related to Delaware and Lewes history which would then be readily available to persons doing research in those subjects. The Delaware Room must always be accessible to the public during the Library's normal operating hours.

Most materials in the Delaware Room are considered reference materials and do not circulate. The collection may include some magazines and videos which are allowed to circulate and are labeled accordingly. All materials are to be handled with great care. Some materials merit special handling because of age, scarcity, aesthetic or financial worth, or association with notable persons or happenings. You may photocopy materials subject to restrictions on fragile materials with the understanding that you are responsible for how you intend to use these materials. We assume you are using them for purposes covered under Fair Use regulations.

A computer and printer are located in the Delaware Room. They are reserved for searching the library catalog or facilitating genealogical research. By permission of the staff, the computer may also be used for completing applications for employment and taking educational examinations. It is advisable to make advance arrangements with the Library Director for lengthy use of the computer, such as required by examinations. Sign on to the computer is done at the circulation desk. This computer is not to be used in the same manner as the accessible Public Access Computers.

No food or beverages are allowed in the Delaware Room.

Children under age 16 must be accompanied by a parent and have permission of the Library Director to be in the Delaware Room.

The library will use the computer facilities in the Delaware Room at its discretion to relieve other technology problems that may occur in the library.