

GUIDELINES FOR USING THE RANDOLPH ROOM MATERIALS

Welcome to the Randolph Room. We are open the following hours to assist you:
Monday-Tuesday, 9:00-8:00; Wednesday-Friday, 9:00-6:00; Saturday, 9:00-5:00.

Due to the rare and unique qualities of the Randolph Room Collection, the following guidelines are to be observed when using the materials:

1. The Randolph Room is reserved for persons using materials from the Randolph Room Collection. Patrons should register their name and address in the Guest Book when entering the room.
2. No food or drinks are allowed.
3. Laptop computers and wireless based devices are allowed; a limited number of electrical outlets are also available. Bags may be checked by staff or security officers when patrons leave the room.
4. Patrons will be careful not to mark or make notations in any books or files.
5. Patrons are asked to return materials to the carts located at the end of the first book case as opposed to shelving or filing. The library staff keeps track of material use through our cataloging system and they will scan materials before they are returned to their proper place.
6. Patrons will be limited to 1 hour on the microfilm machines if another patron is waiting.
7. Patrons will be limited to 2 hours on the computers if other patrons are waiting.
8. Advance appointments will be required for access to restricted materials; patrons requesting access to these restricted materials will be required to show proper identification (for example, a valid driver's license or a state-issued photo ID card are acceptable). Please call 336-318-6815 or email mwhatley@randolphlibrary.org to make an appointment.

April 2018