

# **Bernardsville Public Library**

## **Local History Room Policy**

*Revised September 19, 2023*

*Revised January 28, 2011*

*Adopted August 13, 2002*

The Local History Room of the Bernardsville Public Library curates and preserves materials pertinent to local individuals, organizations, and properties. The Local History Room of the Bernardsville Public Library is open as posted and by appointment. It is staffed by volunteer members of the Local History Committee.

The Local History Room houses materials pertinent to local individuals, organizations and properties. The public may use materials in the Local History Room only when a member of the Local History Committee or a Library staff member is present. No member of the public may be in the room unsupervised.

Publication of photographs and unpublished material may not be undertaken without the written permission of the Chairperson of the Local History Committee or the Library Director. If the publication is approved, then sources must be acknowledged. The credit line should read: "Bernardsville Local History Room Collection". A copy of any publication using Bernardsville Local History Room Collection materials is requested for consideration for the Local History collection.