



### Historical Newspaper Usage Procedure

Due to the fragile nature of multiple periodicals stored by the Galena Public Library, the following procedure will be implemented in order to preserve the primary sources.

1. Microfilm of the requested year will be the preferred way of utilizing any of the newspapers.
2. If microfilm of the requested year is unreadable or unavailable, appropriate staff will access physical paper and either:
  - a. make copies using the Historical Room's iPad;
  - b. E-mail photos of requested information using the Historical Room's iPad; or
  - c. Visitors of the room may use their own photographic device to take photos. Scanners will not be permitted.
3. Physical papers will **not** be placed on any copier machine. Copies may be obtained in the ways listed above.
4. One-hour microfilm appointments will be offered and the time-limit will be strictly followed -unless no other user is waiting.
5. Only the appropriate staff have permission to touch the physical papers. Staff should do so with clean, unlotioned hands.

Approved: Jan 2021