



EISNER MEMORIAL LIBRARY

84 West Front Street, Red Bank, New Jersey 07701

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NEW JERSEY (NJ) HISTORY ROOM & LIBRARY ARCHIVE REGULATIONS

The materials in the NJ History Room are available for use, subject to the following rules:

- Researchers must fill out the registration form, providing full name, business, or school affiliation, street address, e-mail address, telephone number, and stating general purpose of research.
- One form of identification (Red Bank Public Library Card, driver's license, business or school identification (ID) card, government-issued ID card, valid passport, etc.), containing the same postal address and affiliation entered on the registration form, is required for each visit to the NJ History Room. A researcher who does not present acceptable identification will not be permitted to use materials in the NJ History Room.
- The researcher is required to sign in and sign out for each subsequent visit and use of materials.
- Use of the NJ History Room is limited to individuals 18 years of age or older. Younger researchers will need prior permission from library staff.
- Materials may not be removed from the NJ History Room.
- Researchers may request staff to retrieve books from the NJ History Room when it is closed. Researchers must use books in the presence of a library staff member and must return all NJ History Room materials to a staff member at least fifteen minutes before closing.
- Time limits may be placed on use of the reading table and/or microfilm reader-printer if others wish to use them. The microfilm reader-printer is located in the Reference Department on the lower level.
- Be considerate of fellow researchers.

NEW JERSEY HISTORY ROOM

- Cell phones are not permitted in the library.
- Documents must be kept in the order in which they are found.
- All materials should be handled with great care. Pencils, notebooks, and laptop computers are the only items allowed at the tables while conducting research.
- Food and drink are not permitted in the NJ History Room.
- Reproduction of materials will be done by staff, as time permits. (See Photocopy Policy and Photographic Reproduction Policy).