

Archives Room Reservation Policy

If you are interested in using the meeting room, please read the policy below and complete the application form.

The primary purpose of this room is to provide a space for genealogy research and to house the Library's collection of local materials. The room may also be used by individuals or small groups (up to 3 individuals) to study or meet for educational, cultural, or community-related purposes.

- The archives room may be reserved up to seven days in advance per the discretion of the Library Director. When not reserved, it is available for use by the public primarily on a first-come, first-serve basis. The room can be used for up to 2 hours in one consecutive session, and may be extended at the discretion of the staff if no one is waiting to use the room.
- The archives room is available to Library patrons 16 years and older.
- The archives room must be vacated 10 minutes prior to closing time.

Adopted by the Library Board: 2013

Revised: 10/30/2023