

**Gunn Memorial Library, Inc.**

**Connecticut Room Policy**  
**and**  
**Guidelines for Handling Collections**

The Connecticut Room is a supervised area intended for the use of special archives held by the Gunn Memorial Library and Museum. Materials in the Connecticut Room do not circulate and may be viewed only in that room. Rules and regulations governing the use of the materials are designed to protect and secure the unique and irreplaceable documents for future use. Access to the materials is subject to any restrictions placed on materials by staff for preservation purposes and researchers may be required to use reference copies in place of originals.

Proper handling will help preserve these materials for future research use. Please observe the following:

- Researchers must use a pencil or laptop computer for note taking. Pens, markers and scanners may not be used in the Connecticut Room
- Neither food or drink are allowed in the Connecticut Room.
- Keep the door closed, the room is climate controlled and should not be adjusted.
- All packages, bags, and briefcases will be stored at the Circulation desk upon entering the Library. All personal property brought into the reading room is subject to inspection upon leaving.
- Researchers must wash their hands with soap and water before handling collections. Residue from hand sanitizer can harm collections and therefore, should not be used before handling any materials. In some instances, researchers may be directed to wear gloves by staff.
- Care must be taken in handling all archival material. All items must lie flat on the tables. Nothing is to be placed on top of the material.
- The original order of all collections must be maintained. Do not rearrange material. Please report any disarrangement or damage to the staff.
- Reference scans for research purposes may be made available upon request. The Museum reserves the right to limit the number of copies made and to refuse to copy any item if such copying will damage the material. Copies of entire books, manuscript collections or archival collections will not be made. We reserve the right to refuse to copy material which in our judgment would involve violation of the copyright law.
- Those who wish to publish, reprint or reproduce materials in the collection should request permission in writing from the Collections Manager, as outlined by our Photograph Reproduction and Use Policy.