

**Hawaiian Mission Children's Society Library
&
Hawaiian Historical Society Library**

Reading Room Rules

Rules governing the use of books and manuscripts in the libraries of the Hawaiian Mission Children's Society and the Hawaiian Historical Society are devised to facilitate research and to assist in the orderly administration and protection of rare, fragile, or unique materials. Preserving these books and manuscripts is a responsibility shared by librarians and researchers. The following procedures allow access to the library collections while also ensuring their preservation as permanent resources for scholars.

1. Researchers are asked to sign the guest book each day as they enter the Reading Room and to sign-out upon leaving.
2. Briefcases, bags, purses and parcels must be placed in lockers located around the corner from the library's main entrance. Researchers may bring a pencil, paper, and laptop computer into the library.
3. The Reading Room is a quiet zone. Researchers are expected to speak quietly and to refrain from engaging in conversation with other researchers. Researchers may exit the room to talk on the lanai fronting the library or around the corner by the Museum Shop.
4. Cellular phones and digital pagers must be turned off at all times.
5. Food, beverages, smoking, gum chewing and pets (unless for sight impaired) are not allowed.
6. Researchers will be asked to fill out a *Materials Request Form* when ordering materials.
7. Notes may be taken in pencil only. Tape recorders and personal computers may be used as long as such use does not disturb the concentration of other patrons.
8. Materials must not be leaned upon or marked in any way. Care must be taken to preserve the order and integrity of materials used. Hands must be clean and free of any lotions or other substances. Protective gloves may be required.
9. Library materials may not be removed from the Reading Room.
10. **Researchers will assume full responsibility for observing the legal requirements of copyright.** Commercial use of library materials requires written permission from the librarian and payment of appropriate fees.
11. The librarians reserve the right to examine all personal materials removed from the Reading Room by researchers.
12. The administrators of both libraries reserve the right to restrict the use of materials which are exceptionally fragile. Microfilm, microfiche, photocopies and typed copies are often supplied in place of original materials.
13. Persons who choose to loiter, sleep or engage in non-research activity will be asked to leave the library.
14. For information regarding photography and photocopying services and the attached fees, patrons are asked to check with the librarians.

The librarians will assist researchers in the use of the card catalogues and various finding aids and will retrieve materials as requested. The librarians would appreciate advance notice of projects which will involve extensive use of the collections.