



## Hamburg Public Library

### Archived Materials Policy

A collection of local newspapers related to the Covid-19 pandemic are available at the Hamburg Public Library, 102 Buffalo Street for research purposes. The collection dates back to January 2020. The collection consists of: The Buffalo News, Front Page, Grassroots, and The Hamburg Sun. Editions of these publications will continue to be collected and stored until the pandemic is over.

Patrons are subject to the following terms of access:

- Patrons can walk-in to view publications. Appointments are not necessary.
- To view publications, patrons must complete the Covid-19-Related Newspapers Registration Form and provide identification, such as a driver's license or other verifiable identification.
- Patrons can go to a table on the upper level of the library in proximity to the public service desk.
- Patrons will be required to wash their hands before and after handling materials.
- Patrons may remove only one (1) edition at a time from the box and must maintain the original order of the editions.
- Upon returning the box, staff will verify the contents ensuring that all editions have been returned, are in order, and ensure that the box is complete.
- Reproduction of materials is allowed for personal use only. All publications are copyrighted. The copy machine is located to the left of the Community Events bulletin board.
- Staff may refuse access to a patron who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of the materials or to a patron who has violated the Hamburg Public Library Rules of Conduct.
- Publications are for in-library use only.

Adopted by the Hamburg Public Library Board of Trustees at a public meeting held on 5/18/2021.