



# MELROSE PUBLIC LIBRARY

## Genealogy/Melrose History Room Information and Procedure for Use

Melrose Public Library provides an extensive local history collection. Resources include:

- Books on Melrose history
- City directories and/or street lists back to 1872/73
- Late 19<sup>th</sup> century atlases
- Sanborn Fire Insurance Maps on microfilm from 1887-1934
- Melrose newspapers on microfilm (not indexed)
- Town/city reports from 1851-1979/80
- Melrose High School yearbooks back to 1925
- A file of clippings, photographs and miscellanea
- Family histories

Please contact a reference librarian for access to this non-circulating collection, available in the Genealogy/Melrose history Room.

**Due to the valuable nature of this collection, the following procedure is to be followed by all users:**

1. You will be asked to sign in and provide identification (driver's license, etc.) before access is provided. This identification will be returned when you are done with your research and return the key.
2. Staff will have you leave all personal belongings except pencils and note paper at the Reference desk. Laptops, tablets and phones are permitted.
3. There is a small copier in the room for the convenience of users, as no material may be taken from the room.
4. A Reference Librarian will accompany patrons who are using the room for the first time.
5. Any patron using the locked vertical files in the G room will be assisted by the Reference Librarian, who will remain in the room while the vertical files are in use.
6. The G room is a closed collection primarily intended for adult research purposes; all patrons under the age of 16 require adult supervision when using the room.
7. For the safety of our records, food and drink (including water) are not permitted in this room.

Approved by Trustees : June 2011

Revision approved by Trustees: January 7, 2020