

MPL INDIANA ROOM CIRCULATION POLICIES

ITEM	LOCATION	CIRCULATION STATUS
Yearbooks	Locked Cabinet, Built-in Shelves	(1) Items do <u>not</u> leave Indiana Room. (2) <u>Staff</u> must photocopy or scan pgs for patrons. (3) Patrons may look at 1-2 yearbooks at a time under staff supervision.
Vertical Files & Obituary Card Files	Locked File Cabinets (beneath display cases) Card Boxes in short shelf under Indiana Room windows.	(1) Files & Cards do <u>not</u> leave Indiana Room. (2) <u>Staff</u> must photocopy or scan contents for patrons. (3) Patrons may examine 1 card box or 1-2 files at a time under staff supervision.
Reference Items (yellow reference spine labels)	Throughout Indiana Room Shelves	Do NOT circulate. May be used anywhere inside Library.
Stored Items & Glass Display Cases	Shelves & Storage Cabinets at top of ladder (<u>NOTE</u> : Only Staff may use ladder); Display Cases at front of IN Rm	Storage Cabinets & Display Cases: STAFF ACCESS ONLY Ladder Storage Shelves: Staff may retrieve magazines & books for patrons.
Handouts	Atop Vertical Files & Short Shelves	FREE for patrons to take.
All Other Shelved Items	Throughout Indiana Room Shelves	CIRCULATING.

MPL INDIANA ROOM DIGITAL SCANNER USE POLICY

ITEM	LOCATION	USE RESTRICTIONS
ScanPro2000 Digital Microform Scanner/Reader	To the right of Indiana Room Staff Desk	Staff should instruct patrons how to use this equipment under staff supervision
"Old" Microfilm Reader	Next to Indiana Room short shelves	Patrons may operate equipment under staff supervision.
MERLIN Magnifying Machine	Atop Microfilm Bureau	Patrons may operate equipment under staff supervision.

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