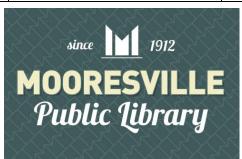
MPL INDIANA ROOM CIRCULATION POLICIES

ITEM	LOCATION	CIRCULATION STATUS
Yearbooks	Locked Cabinet, Built-in Shelves	(1) Items do <u>not</u> leave
		Indiana Room.
		(2) Staff must photocopy or
		scan pgs for patrons.
		(3) Patrons may look at 1-2
		yearbooks at a time
		under staff supervision.
Vertical Files &	Locked File Cabinets (beneath display	(1) Files & Cards do <u>not</u>
Obituary Card Files	cases)	leave Indiana Room.
		(2) Staff must photocopy or
	Card Boxes in short shelf under	scan contents for
	Indiana Room windows.	patrons.
		(3) Patrons may examine 1
		card box or 1-2 files at a
		time under staff
		supervision.
Reference Items (yellow	Throughout Indiana Room Shelves	Do NOT circulate. May be used
reference spine labels)		anywhere inside Library.
Stored Items &	Shelves & Storage Cabinets at top of	Storage Cabinets & Display
	ladder (<u>NOTE</u> : Only Staff may use	Cases: STAFF ACCESS ONLY
Glass Display Cases	ladder);	Ladder Storage Shelves: Staff
	Display Cases at front of IN Rm	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	To the right of Indiana Room	Staff should instruct patrons
Microform Scanner/Reader	Staff Desk	how to use this equipment
		under staff supervision
"Old" Microfilm Reader	Next to Indiana Room short	Patrons may operate
	shelves	equipment under staff
		supervision.
MERLIN Magnifying Machine	Atop Microfilm Bureau	Patrons may operate
		equipment under staff
		supervision.

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