

**OTTUMWA PUBLIC LIBRARY  
POLICY AND PROCEDURE**

Name of Policy

**GENEALOGY ROOM USE**

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Purpose: To provide patrons a space to research local history and genealogy.

Procedure:

1. All patrons must sign in at the children's desk.
2. Large bags should be checked at the desk to prevent materials from leaving the room.
3. No Food or Beverages allowed in the Genealogy Room.
4. Reference help is available M-F 9-5.
5. Nothing in the genealogy room may be checked out or removed from the room.
6. Patrons should seek assistance from library staff to use the microfilm if they are not sure how and must be at least 16 years of age.

Date revised: 13 June 2011

By: Ottumwa Public Library Board of Trustees