



Lakeland Public Library Lakeland History Room Policy

All persons using this room are considered guests of the Lakeland Public Library, and, as such, are expected to abide by the policy guidelines below:

1. Due to the unique and/or fragile nature of some materials, care must be exercised when handling materials.
2. The use of pens is not permitted, and pencils will be provided to patrons upon request.
3. NO food or drink is allowed in the Lakeland History Room.
4. Lakeland History Room materials may not be removed from the room.

Photocopying Policy

Photocopying of materials is done at the discretion of the Lakeland History Room staff. Permission may be granted to photocopy items in the collections depending upon their condition and will be conducted by a staff member.

- The quantity of materials that can be photocopied is limited by staff resources and time.
- Patrons may also use digital cameras or cellphones equipped with cameras to photograph pages of books or documents with staff permission and in compliance with copyright law.
- Patrons wishing to bring in personal scanners must contact the Lakeland History Room Librarian, LuAnn Mims [863.834.4269](tel:863.834.4269) luann.mims@lakelandgov.net, in advance for permission.