

PLAINFIELD PUBLIC LIBRARY

ACCESS TO SPECIAL COLLECTIONS

- Access is restricted to the materials prepared by the Archives staff.
- All materials must be viewed in the Plainfield Room and may not be removed to another area of the library without permission of the Library Director or designee.
- The use of cell phones and cameras is not permitted. Photography is not allowed.
- Users of the library's special collections are required to provide identification and check their personal belongings in lockers.
- Researchers will be asked to wash their hands and use cotton gloves, which will be supplied by staff.
- Only pencils or laptops may be used for note taking.
- To protect the original documents, microfilmed materials must be used where available.
- Materials must be handled carefully and kept in order. Materials must not be leaned upon, altered, folded, ripped, or traced upon. Marks may not be added to or erased from materials.
- Upon evidence of improper handling or vandalism, library materials will be removed and the researcher may be banned from future research at this library.
- Assessment of the cost of damage will be solely the decision of the Library Director.
- Vandalism will be prosecuted to the full extent of the law.
- Materials must be returned directly to Archives staff and inspected by staff before researcher leaves the Plainfield Room.
- Materials will be retrieved 15 to 30 minutes before closing.
- Permission must be requested to photocopy. Photocopying must be handled by the Archives staff. The charge for photocopies is 25 cents per page.
- Instruction will be given on the use of microfilm equipment and computers.

Please call our attention to any problems you may encounter with these materials.

I hereby agree to abide by the regulations as stated on this form:

Signature

Date

Print name and organization, if applicable

Zip Code (for funding purposes)

Telephone (for contact / follow-up)

Please add me to the Local History e-mail list_____

Purpose of Research: (Check multiple categories if applicable.)

<input type="checkbox"/> Genealogy	<input type="checkbox"/> Photographs / Postcards
<input type="checkbox"/> House / Building History	<input type="checkbox"/> Blueprints / Maps
<input type="checkbox"/> Plainfield History	<input type="checkbox"/> Clubs and organizations
<input type="checkbox"/> New Jersey History	<input type="checkbox"/> Published texts/Rare Books
<input type="checkbox"/> Personal Papers / Manuscripts	<input type="checkbox"/> Other

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THE ARCHIVES ROOM & THE PLAINFIELD ROOM

Fact Sheet

In March of 2002, the library opened an 1800 square-foot Archives Room, transforming a former storage area into a climate-controlled, high-security research facility to house a growing collection of rare books, photographs, architectural drawings, documents and other local history materials. This remodeling project was a response to the ongoing theft of historical materials that had occurred due to an inadequate security program. Also, rare materials were deteriorating due to lack of funds for conservation and lack of archival storage conditions. Special collections that were previously dispersed throughout the library were now able to be housed in one secure area

- Mobile (compact) shelving maximizes the amount of storage and use of floor space.
- Climate control has been upgraded to archival standards. Although the library is air-conditioned, unstable temperature and humidity levels have posed a threat to the safety and use of the library's collections. A dedicated HVAC system in the Archives Room now provides stable humidity, temperature, and air filtration. Smoke detectors and heat sensors have been installed.
- Controlled lighting enables staff to work in well-lit areas while the collections are subject to minimal amounts of light. UV filters encase lamps in fluorescent ceilings.
- Public access has been expanded through conservation programs that make endangered materials available to the public, i.e., researchers can view photocopies, microfilm, and digitized images of photographs and blueprints instead of the originals. Remote access to local history resources is now possible through the library's website at www.plainfieldlibrary.info. Staff and trained volunteers provide personalized research service by appointment.
- Public access is restricted, however, through the policies of higher security, including self-assisted research, controlled access, and visual supervision of users of rare materials. Researchers are not allowed to enter the Archives Room, but may enter the Plainfield Room where materials will be brought to them for research. Users of the library's special collections are required to provide identification and check their personal belongings in lockers.
- The Plainfield Room, which also serves as the Library Board Room, no longer houses any collections. It serves as the reading room and exhibit gallery for special collections. A microfilm reader and two computers provide additional access to special collections.

Funding for the Archives Room was provided by the Plainfield City Council and the Plainfield Planning Board through the City of Plainfield's Capital Improvement Program.	
Architect:	Dennis Kowal Architects: Principal Architect, Dennis Kowal; Design Architect, Bruce Corke; Project Architect, Kelly Jordan.
General Contractor:	Consolidated Building Corp. Tom Laredo, Sid Ahmed.
Shelving Contractor:	Creative Office Products, David Kingsburg.
Library Director:	Joseph Hugh Da Rold