

South Carolina Room Policy

Florence County Library System

Approved by the Board of Trustees July 1, 2024

1. Purpose

The Florence Library's E. N. Zeigler South Carolina History Room, and the Lake City Library's Mary E. Kelley South Carolina History Room, contain items of local, regional, or state interest. The purpose of the South Carolina Room Policy is to maximize patron access to these special collections while taking necessary steps to organize and preserve its materials.

2. Collection Development

South Carolina Room materials are chosen according to the library's Collection Development Policy. Books and other print materials donated to the South Carolina Rooms will be evaluated according to the library's Donation Policy, and may be added to the collection if they serve patron interest and fit within the collection's established scope. Donations of antique objects or other artifacts may not be accepted, due to the collection's limited space and specialized scope.

3. Usage Guidelines

Usage guidelines: Because most items in this collection are rare, out-of-print, or otherwise unique, patrons of the South Carolina Rooms (SCR) are asked to observe the following:

- **3.1** The SCR collection is for reference use; materials cannot be checked out. Materials may be photocopied or scanned inside the SCR.
- **3.2** Personal bags should be stored at the front of the room.
- **3.3** SCR staff will re-shelve all materials used by patrons.
- **3.4** As with the rest of the library, no food or drinks are allowed in the SCR and conversation should be non-disruptive.
- **3.5** SCR staff will attempt to assist patrons by phone, mail, or email if they are unable to visit the library and need materials from the collection.
- **3.6** Staff may ask individual patrons or groups who are not actively using SCR materials to relocate to an available study room or table in the main area of the library.