

Holocaust Documentation & Education Center, Inc Reference & Research Library Policies

Hours:

We are open Monday - Friday 9 a.m. to 5 p.m. We are closed on major National and Jewish holidays.

Visits:

For security purposes, all visits must be by appointment only. Patrons will enter on the second floor and will check-in/out with the library staff. Patrons may be asked to present a photo ID.

Computer Usage:

Computers with internet access are available for patron usage. Computers are for educational purposes and patrons caught viewing inappropriate material will be asked to leave. Patrons are welcome to bring their own laptop computers and access the internet via our free Wi-Fi services.

Printing/Copying:

A printer/copy machine is available for patron usage at a fee of \$.10 (ten cents) per page.

Circulation:

The HDEC Reference and Research Library is a non-circulating library. Exceptions can be made for teachers, professors and other school professionals in Broward, Miami-Dade and Palm Beach Counties wishing to use our materials for their classes (with current school ID). A Borrowing Agreement will need to be signed by any such person.

Oral History video and testimony usage:

Our Oral History Collection is intended for research and educational purposes **only**. Those patrons intending to use it for commercial purposes shall not be granted access. Please speak to Rita Hofrichter, Director of the Documentation Department, regarding viewing testimonies prior to your visit. If you wish to use the testimonies in a published research paper, an Oral History Usage Agreement will need to be signed.

Archival Items/Memorabilia Collection:

Due to the unique nature of the items in our archival collection, we ask that patrons observe the following restrictions while viewing these items:

- No food or drink of any kind is permitted.
- Smoking is strictly prohibited throughout the Center at all times.
- No use of pens.
- Items are not to leave the library area.
- Theft or mutilation of any items is a crime and will be prosecuted.

- Patrons may be asked to wear white gloves while handling items, at the discretion of the library staff.
- Any photo copies or scan requests will go through the library staff. The staff reserves the right to prohibit reproduction if doing so would endanger the material.
- Patrons requesting permission to publish items in our archival collection shall follow the same guidelines as the Oral History Collection and shall sign the Oral History Usage Agreement.

Personal Cameras:

Use of personal cameras is permitted, however patrons must adhere to the following guidelines:

- The preservation needs of the material outweigh the technical limitations of the camera.
- The staff reserves the right to prohibit photography if doing so would endanger the material.
- Materials must remain flat on the desk.
- Customers may not push on bindings, stand on table/chairs, or hold up materials in order to obtain a better quality picture.
- Use of a flash, outside lights, handheld or flatbed scanners, or other equipment is prohibited.
- Digital images may only be used for personal reference and research purposes.
- Patrons wishing to publish images must adhere to the publication approval guidelines and fee schedule and shall sign the Oral History Usage Agreement.