

Contacts in the Library

For questions regarding Library Policies contact:

Head Librarian
Bermuda National Library
Par-la-Ville
13 Queen Street
Hamilton HM 11
Bermuda
Tel: 441 295-2905
Fax: 441 292-8443
Email: jbrangman@gov.bm or bdanatlib@gov.bm

Administration Office opening hours:
09.00 a.m.-6.00 p.m. Monday to Thursday
10.00 a.m.-5.00 p.m. Friday

For help with Bermuda research questions contact:

Local Studies Librarian
Available: 8:30 a.m.-4:00 p.m. Monday to Friday
Call for appointment to avoid disappointment
Tel. (441) 296-1297 ext. 223
Fax. (441) 292-8443
e-mail: ejhollis@gov.bm

For help with general research questions contact the Adult Services Information desk:

Tel. (441) 295-3104
Available during Library opening hours



GOVERNMENT OF BERMUDA
Ministry of Culture and Social Rehabilitation
Bermuda National Library
Technical Services

February 2009

BERMUDA NATIONAL LIBRARY

Bermudiana
Collection

Policies:

Preservation, Storage
& Use



At your service, Bermuda!

LEGAL DEPOSIT IN BERMUDA

The Legal Deposit Act, 2008, which repeals Section 5 of the Printed Publications Act 1971, sets out the requirements regarding the deposit of new Bermuda publications in the Bermuda National Library. A small section is reproduced below:

"Delivery of copies of publications

- 3 (1) This section applies to—
(a) a person who publishes a publication in Bermuda; and
(b) a person who is resident in Bermuda, or whose principal place of business is in Bermuda, and who publishes, or commissions the publishing of, a publication outside Bermuda for distribution or making available in Bermuda.
(2) Subject to subsection (5), every person who publishes a publication shall within seven days after the date of publishing it deliver a copy of the publication, at their own expense, to the Head Librarian for deposit in the Bermuda National Library.
(3) The copy shall be delivered in the medium in which it is published, unless another medium is prescribed."

CULTURAL HERITAGE

Most of the materials in the Bermudiana Collection are out-of-print. Many items are fragile and/or rare and need to be protected from both the physical environment and from damage or theft. For these reasons, **most Bermuda materials are not kept on the open shelves and are not available for loan.** Most Bermudiana is held in the Closed Collection, either in the Library or in off-site storage.

The Bermuda National Library has a duty to:

- Protect Bermudiana materials
- Provide a suitable environment for the use of these materials for both staff and the public
- Comply with its legal requirements.

We ask all patrons to read, and agree to comply with, the following Conditions of Use.

Bermuda National Library Closed Collection Request Form
One form to be filled out for EACH item requested.
Please check the card catalogue for location of the book before filling in this form, an exact title and call number is required.
Request forms must be submitted at least twenty-four hours before the item is required; however, it may take longer than twenty-four hours to retrieve off-site materials. Patrons should make themselves aware of the Bermuda National Library's Policies for the Bermudiana Collection which is available with this form.
Name of Patron: _____ ID Number: _____
Library address: _____
Contact Information: Telephone: _____ E-mail: _____
Date of Request: _____
To the attention of the Head Librarian,
I would like to read the following item from the Bermudiana Collection:
Title: _____
Author: _____ Location as specified in catalogue: _____
Purpose of Request: _____
I would like to view item (date), _____ to (date), _____
All dates are subject to availability. If requested dates are not available, an alternative may be suggested.
☐ No Retrieval fee ☐ Retrieval fee Amount: _____ Fee Received by: _____
To be completed by Patron on receipt of item
I agree to the conditions of use as outlined in the Policies for the Bermudiana Collection.
Patron Signature: _____ Date: _____
Item(s) Returned by Patron: Date: _____ Staff Signature: _____
For subsequent use of this material by the same patron see over page.
Title: _____
Author: _____ Location: _____
Item(s) Returned to Tech Serv. Date: _____ Staff Signature: _____

Protecting the Collection

Preservation Matters

1. The Bermuda National Library building is old and does not have storage areas with the correct controls over temperature, humidity and other environmental conditions which are necessary for the long-term preservation of library materials. For this reason, there is a policy to store the rarest and most delicate items off-site in a facility specially designed for this purpose.
2. **Patrons who want to view Bermudiana materials which are not on the open shelves must fill out a Request Form** providing personal details, details of the item/s being requested and reasons for use. This form will be passed to the Head Librarian for approval. Patrons are usually contacted within 24 hours. If use is denied, a reason will be provided.
3. If use is approved, the patron will be contacted about any special conditions of use which may apply, e.g., cost of retrieval, use of gloves, where the item can be viewed, etc. **If items have to be retrieved from off-site storage, there is a retrieval fee of \$25.00 per box.** This is a fee that the Library has to pay to the operators of the facility; it is not a service charge. The patron will be expected to pay the retrieval fee before items are delivered.
4. Patrons are required to sign and date the Request Form when they receive an item. In most cases, Bermudiana materials must be used at one of the tables situated in front of the Information Desk on the upper floor of the Adult Library. Items must be returned to a member of staff at the Information Desk any time the patron leaves the Library.

5. The Library's guidelines for the use of Bermudiana materials must be observed at all times. These are detailed in items 6 to 8.
6. **Patrons may not bring any items that could harm the collection into the Library.** This includes (but is not limited to) food, drink, sweets (including cough sweets), chewing gum, glue, bottles of ink, correction fluid, cleaning liquids, scissors, knives (including craft knives or razor blades), highlighter pens, scanner pens, adhesive tape and matches.
7. Patrons must not:
 - Eat or drink in the Library; when using Bermudiana materials, this also includes chewing gum, drinking water and sweets.
 - Write on or mark any items from the collection.
 - Use personal scanners and copying devices on any item from the collection.
 - Make copies of any item from the Bermudiana collection without staff approval.
 - Smoke anywhere in the building.
8. Unless given prior written permission by the Library, patrons must not:
 - Trace any item from the collection.
 - Make rubbings of the bindings of any item from the collection.

Security Matters

1. **Personal ID**
 - Some form of photo ID must be presented when collecting items in the Closed Collection. A Library Membership card is not sufficient. **This ID will be held by the Library Staff** until all Closed Collection items are returned.
 - Approval is issued for the exclusive use of the patron named on the Request Form.

2. **Library materials**
 - Readers must comply with the guidelines for use of Bermudiana materials as outlined in the first part of this document.
 - Before leaving the Library, patrons must return all Bermudiana materials issued to them to a member of staff at the Information Desk. The original Request Form should then be signed and dated by a staff member to indicate when the item was returned. The staff member should then remove the bottom part of the form and return the top part to the patron with the patron's ID.
 - Readers are responsible for the safekeeping of materials from the time of issue until the time of their return to a member of staff at the Information Desk.
 - No person may pass materials issued in his or her name to another patron.
 - No person may use items issued to another patron.
 - Patrons must relinquish collection items when requested to do so by any member of Library staff.
 - Library materials must not be removed from the upper floor of the Library.
 - **The Library will inspect all items returned to the Information Desk to make sure that nothing is missing or damaged.**
3. **Personal possessions**
 - When patrons are using the Closed Collection the only personal items that they can keep with them are reading glasses, items related to a medical condition, a pocket-sized wallet, and items necessary for note-taking, such as pencils, paper, and a laptop computer.
 - **ALL** other personal possessions must be left in a locker. This includes, but is not limited to, the following:
 - i. All handbags, briefcases, laptop cases, shopping bags, etc.
 - ii. All outdoor coats. This includes overcoats,

- i. waterproof clothing of any length, outdoor jackets, e.g. bomber, quilted, sheepskin, puffer, fleece and outdoor leather jackets, etc.
- iii. All umbrellas, hats, gloves, scarves, and any other loose items of clothing.
- iv. All envelopes, folders, packages, etc.

Copies

1. All copies of Library materials must be made using Library copying facilities.
2. Each time a patron wishes to copy Closed Collection materials, he or she must consult the Library staff. If copies are allowed, the normal fee charged by the Library for photocopies will apply.
3. Some items cannot be copied because they are too fragile. If an item cannot be copied the patron will be informed when they receive the material. This decision is final.
4. Patrons may not use cameras, personal copying machines, personal scanners or any other personal equipment for making copies without prior permission from the Head Librarian.

Complaints and Disclaimers

1. Complaints should be made in writing to the Head Librarian.
2. The Library accepts no liability for the loss of, or damage to, patrons' personal property or equipment, howsoever caused.

General regulations covering the use of Library collections and facilities must be adhered to at all times.

BERMUDA NATIONAL LIBRARY