



OTIS LIBRARY GENEALOGY AND LOCAL HISTORY

Otis Library's Edward & Mary Lord Local History & Genealogy Room maintains a substantial collection of books, historic newspapers, photographs, and written and pictorial pamphlet file materials. The collection focuses most intensely on the history and families of Norwich and its surrounding towns. There is an emphasis on New London County locales, but we also hold significant resources relating to Windham County.

The purpose of the Otis Library's Genealogy and Local History Department is to provide access to the library's collection of genealogical and local history materials. The Library has carefully preserved information and artifacts that might be of interest to anyone researching people, places, events, etc. in Norwich, Windham, and New London Counties.

Otis Library staff members can offer limited assistance with library searches, microfilm readers, computers, printers, scanners, and photocopiers. The library does not offer extensive research or genealogical research services, but we can provide a quick lookup of facts (under 15 minutes) free of charge. All requests for information that exceed 15 minutes will be subject to the fee schedule below. Due to limited staff, library employees are not able to spend more than 2 hours per month conducting research for a patron. Requests that require lengthy or in-depth research will not be accepted.

Research Fees

Research fees are due in advance and will not be refunded if the requested information is not found. Materials and research results will be delivered after final payment is received. Patrons will be asked to provide a closely approximated date of death or day of publication for each item.

Quick Lookup: Free

Searches that exceed 15 minutes: \$10 for up to 2 items; additional items \$5 each

Delivery Fees

Digital File: Free

Hard copies: 15¢ per page plus \$1 packing and postage fee

Donations

Gifts of books, journals, photos, and other materials related to the history of Norwich, Connecticut, as well as surrounding cities and towns, help to strengthen the library's collection. Donors are asked to submit a deed of gift form agreeing to transfer intellectual ownership and physical custody of the materials to the Otis Library. Specific materials accepted include but are not limited to:

- Hardcover and paperback books
- Periodicals and pamphlets related to genealogy and local history
- Artifacts such as buttons, coins, medals, pennants, and posters
- Diaries and journals
- Manuscripts
- Family histories and related materials
- Digital files and photographs
- Scrapbooks and photo albums
- Paintings, sketches, and photographs of Norwich and Norwich residents

Security

Due to the nature and value of our collections, the Otis Library reserves the right to place use restrictions on Genealogy and Local History materials. All users must leave a picture identification with the reference department and sign the user log.

In order to preserve the integrity of our collections, Otis Library must limit the personal belongings that may be brought into the Genealogy and Local History Room to achieve the following objectives:

- Ensure an atmosphere that promotes serious academic research
- Allow the staff to observe actions that may endanger the collections
- Reduce theft and damage of library materials

Approved items include:

- Binders and notebooks
- Laptops and tablets

- Personal books
- Pencils
- All cell phones must be silenced

Prohibited items include:

- Backpacks, briefcases, and oversized handbags
- Pens, markers, and highlighters
- Food, food containers, and beverages
- Scissors or other cutting implements
- Umbrellas
- Strollers and carriages
- Newspapers

Please be advised that the library is not responsible for unattended items.

Failure to follow these procedures may result in removal from the library.

Responsibilities of Researchers

The Local History and Genealogy center subscribes to the access standards put forth by the Society of American Archivists and American Library Association. In order to serve our patrons to the best of our ability, we respectfully ask researchers to be responsible stewards of the Local History and Genealogy center and its collections by complying with the following rules:

- Materials may not leave the room for any reason unless approved by library staff
- The computers located in the Genealogy and Local History Room are reserved for genealogy and local history research
- Materials housed in the Genealogy and Local History Room can be aged, rare, or brittle. Please handle fragile items with great care and alert staff members to any damaged spines, loose pages, or other signs of serious deterioration
- Materials should be kept flat on a table. Books must be supported as evenly as possible to prevent strain on the bindings. Do not use elbows, hands, or arms, to prop books open
- Do not place books face down or stack them
- Turn pages slowly and carefully to avoid tearing
- Do not trace maps or other illustrations
- Eating and drinking are not permitted in the Local History and Genealogy room
- Please do not reshel materials. They may be left on the table to be shelved by library staff.

Copyright and Other Laws

The use of copyrighted materials in all formats, including the creation, online delivery, and use of digital copies of copyrighted materials must be in compliance with U.S. copyright law and the policy outlined within.

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Users of materials at Otis Library accept full legal responsibility for observing copyright law, as well as the laws of libel and invasion of privacy and property rights. Please consult with library staff if you have additional questions regarding copyright or rules of reproduction.