



Berks History Center—Henry Janssen Library

Tackling Genealogy Research in the Library

Welcome to the Henry Janssen Library! Please read the following guidelines before beginning your research—they are designed to protect the library collections as well as provide you with the best possible service.

- ✓ Fill out a registration form. We may also ask you to provide identification. There is a fee unless you are a member of the Historical Society of Berks County.
- ✓ The lockers next to the entrance are for the storage of your coats, bags, purses, briefcases, etc. You may only bring in your research materials.
- ✓ You may bring in your cell phone, but please make sure it's on vibrate. If you receive a call that you must take, go outside.
- ✓ No photographs may be taken, even with your cell phone. If you need something copied, follow the instructions in "If you need copies."
- ✓ Only pencils may be used while you are researching. There are always plenty on the reception desk, where there is also paper for note-taking.
- ✓ You may access anything that is located on the wood floor. If you need other materials, ask at the desk and someone will get them for you.
- ✓ All research materials are for use in the library only. Nothing may be checked out.
- ✓ If you are here for several days, we can keep your materials aside for up to five working days. After that time, materials will be returned to the shelves.
- ✓ The staff reserves the right to inspect all materials brought in to the research room and upon departure.
- ✓ Food and drink are not permitted in the research room.
- ✓ Researchers are not allowed to enter after 3:30 p.m.

How to Locate Materials

- ✓ There are three computers where you may access our databases. These computers do not link to the internet.
- ✓ The following are among the items located in the research room:
 - Church records
 - Cemetery records
 - Photograph indexes
 - Marriage license records
 - Montgomery's Historical and Biographical Annals of Berks County*

The Historical Society of Berks County DBA
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George Meiser's *The Passing Scene*
The Historical Review of Berks County
Various military records

- ✓ The card catalog, located by the wheelchair lift, can be used to find books and archival materials. Fill out a request form (found on the top of the cabinet) and give it to a staff member who will get the items for you.
- ✓ There are three microfilm readers that you may use to research issues of the *Reading Eagle* and *Times* from 1868 to 1988. There are other microfilm newspapers as well; ask a staff member for specifics. The newspapers are not indexed, so you must request by date and scan through them yourself.

Use of Materials

- ✓ Handle with care! Don't place papers, books, or elbows on the materials. In some instances, staff may give you gloves to wear while handling materials.
- ✓ If you are researching items in a box or folder, please keep them in order.
- ✓ Use only pencil! There are plenty on the desk.
- ✓ Tracing and rubbings may not be made without express permission from the Archivist.
- ✓ If there are any marks on the pages, just leave them there.

If you need copies from a book:

- ✓ Fill out a "Request for Copies" form for each book. These forms are located on the reception desk. Note that we cannot copy more than ten pages from any single book due to copyright restrictions.
- ✓ The fee for copies is posted in the reception area.
- ✓ You may not photograph any pages from books. No cameras are permitted.

If you need copies of photographs:

- ✓ Library staff can copy or scan photographs. Rate sheets and information are available at the reception desk.
- ✓ All copies are subject to condition.

Note: If your copy requests require more than 30 minutes to fill, you may be required to pay a \$25.00 an hour Research fee, plus the cost of the copies and postage and handling. The request may be filled within the next two business days as time allows. Copies will be mailed to you. If copies require 4 or more hours to fill, the researcher will be charged a \$50.00 Research fee, plus cost of copies and postage and handling. The request may be filled within the next two business days as time allows. Copies will be mailed to you.