

## THE RANDOLPH ROOM

Welcome to the Randolph Room. We are currently open the following hours:

Mon-Fri: 9:30-12:30; 1:30-5:30

Saturday: 9:30-12:30

Please call us or reach out through the Request link to confirm our current schedule.

Due to the rare and unique qualities of much of the Randolph Room Collection the Room is reserved for persons using materials from the Randolph Room Collection. Patrons should register their name(s), contact information and research topic(s) in the Register when entering the Room.

The following guidelines are to be observed when using the materials:

1. Laptop computers and wireless devices are allowed; a limited number of electrical outlets are available so fully charged batteries are suggested. Bags may be checked by staff or security officers when patrons leave the Room.
2. Patrons will be careful not to mark or make notations in any books or files; please use pencils in case of accidental stray marks.
3. Patrons are asked not to re-shelve or re-file materials used; a cart is available for the return of all items. Our staff will scan or otherwise note items used before we return them as part of our record-keeping.
4. Patrons will be limited to 1 hour on the microfilm machines if another patron is waiting.
5. Patrons will be limited to 1 hour on the computers if another patron is waiting; additional computers are available in the main library with the same access to genealogical and other resources.
6. Advance appointments are required for access to restricted materials; these include but are not limited to items in our locked glass cases, manuscript and special collections items. Patrons requesting access to any restricted materials will be required to show proper identification (a valid driver's license or state-issued photo ID are examples of proper identification). Please call 336-318-6815 or email [mwhatley@randolphlibrary.org](mailto:mwhatley@randolphlibrary.org) to make an appointment.
7. No food or drinks are allowed in the public areas of the Room.