

YORK COUNTY HISTORY CENTER LIBRARY & ARCHIVES

The Library & Archives houses an extensive collection covering a wide range of topics, including genealogy, local history, the decorative arts and military history.

Containing 35,000 books and pamphlets, over 8,800 surname files, church records, approximately 90,000 photographs, manuscripts, newspapers, microfilm, audio and video recordings, maps, architectural drawings, and much more, as well as a subscription to the Library Edition of Ancestry.com, which includes Fold3.com and Newspapers.com, the Library & Archives is located in the rear first floor of the Center's headquarters at 250 East Market Street, York, Pennsylvania. Materials are accessible to the public through various catalogs and indexes located in the reference area. Trained volunteers, with the support of Library staff, are available to assist patrons in using the collection. The Library offers research by mail services for individuals living 100 miles or more from York; it does not participate in the Interlibrary Loan network. Patrons seeking research services beyond the scope of the Center's services are encouraged to contact a professional genealogist; a list of professional researchers is available upon request.

The collections of the Library & Archives are constantly supplemented through the generous gifts of patrons, the support of the South Central Pennsylvania Genealogical Society, and the purchase of new materials in accordance with collecting policies. The Library & Archives primarily accepts material related to York County, but also accepts complimentary materials related to the contiguous areas of Pennsylvania and Maryland, the westward expansion, immigration and emigration, general Pennsylvania history, and material pertaining to the Center's collections of three dimensional artifacts, including decorative arts, crafts, folk art and folkways, clothing, architecture, religion and customs.

All materials in the collection are available for reasonable use. In order to preserve our unique materials, staff reserves the right to provide access through digital surrogates, and to restrict handling and copying of fragile items.

Patrons are encouraged to visit and make use of the Library & Archives' resources in genealogy and local history. The Library is open Tuesday through Saturday, 9:00am to 5:00pm. Please check our website before visiting for any closings. The Library & Archives is closed Sunday, Monday, major holidays, and additional days throughout the year. Access to the Library & Archives is included in YCHC memberships. For non-members, there is an \$8.00 daily fee. Please inquire about memberships at the Visitor Services Desk.

Please request all desired research materials and photocopies by 4:45pm, and pay for photocopies at the Visitor Services Desk by 4:45pm.

LIBRARY & ARCHIVES POLICIES

The History Center's Library & Archives collects, preserves, and makes available rare, unique, and specialized sources that support the study and research of the history and culture of York County Pennsylvania. In order to keep these records safe and preserve them for future generations, the following policies need to be followed when using the Archives:

- All persons must register at the front desk in the library.
- Please place all personal belongings (bags, totes, handbags, oversized wallets, backpacks, briefcases, computer cases, file boxes) in the free lockers located in the coatroom near the Visitors Services Desk. Also hang heavy overcoats in the coatroom.
- Food and drinks are not allowed in the library. In order to protect the records, your hands must be clean or you may be required to wear white gloves.
- Please use pencils while in the Library, even for personal notes. Pencils and scratch paper are available for researchers.
- Personal laptop computers and tablets are welcome, and free Wi-Fi access is available. Due to the limited number of History Center public computers available, computer use is limited to genealogy research only. If you wish to log into your personal Ancestry.com account, email etc., please bring a personal device. Limited electrical outlets are available on a first come, first serve basis. The researcher accepts all responsibility for their equipment and the History Center is not liable for any loss, damage, or stolen property.
- Patrons may help themselves to all materials in the Reading Room.
- Staff and volunteers retrieve all other materials. Please complete a call slip when requesting materials. When finished, please place all materials on the return cart for proper re-shelving.
- All documents and books must be handled with care. Records should be kept flat on the table.
- Patrons may access one family file or manuscript file at a time.
- Photocopy services are available. Please see staff or volunteers for photocopies. Photocopies and print-outs from microfilm and public computers are 25¢ per page. Please record photocopies on the back of your call slip. When leaving, give your call slip to the Visitors Services Desk and pay for any photocopies at that time. Please also request all copies and pay for them at the Visitors Services Desk by 4:45 pm.
- Please do not remove microfilm from the microfilm room and access one reel at a time. When finished place the roll on top of the microfilm cabinets. Staff and volunteers will refile the microfilm.
- Cell phones are permitted in the Library. As a courtesy to other researchers, place the phone on vibrate and take calls in the lobby.
- **Image capturing devices such as digital cameras and cell phones are now permitted and researchers must adhere to the guidelines as set forth by the History Center. Use of such devices is for personal research only and applies to documents and books, not to photographs. No tripod, flash or copy stands may be used. Audible features on the device must also be turned off. The original document must remain flat on the table during this process as consideration of its condition is a top priority.**
- Publication quality images of History Center photographs and manuscripts for publication may be obtained. The History Center maintains a complete schedule reflecting sales prices for photographic materials and fees for reproduction and/or use as well as proper credit attributions. Permission to publish, display or broadcast History Center Library items are subject to the conditions as detailed on the Reproduction & Publication Permission Form.
- Materials in the collection may be protected by U.S. Copyright law (Title 17 U.S. Code). For this reason, we can only copy up to 25 pages from a single book. Patrons assume all responsibility for copyright infringement. Please seek the author's permission before re-publishing materials.
- Where the York County History Center holds copyright to materials, written permission must be obtained before publishing any material from the collection. Please see staff.
- Children under the age of 10 must be accompanied by an adult.
- In cases of concealment of theft of library materials, individuals will be prosecuted pursuant to Library Theft Act No. 1982-95 (see displayed copies of Amendment of Title 18, Pennsylvania Consolidated Statutes).
- Please request all desired materials by 4:45pm. We are unable to pull materials after that time.

**THANK YOU FOR YOUR COOPERATION, AND FOR HELPING US PRESERVE
YORK COUNTY'S HISTORY FOR FUTURE GENERATIONS!**