

Jefferson County Public Library
Historical Collections

Guidelines & Procedures

Guidelines and Procedures for the Use of Materials in Historical Collections

The Jefferson County Public Library has a special responsibility to collect, preserve, and disseminate historical information pertaining to Jefferson County. All researchers are welcome to use these resources during the hours the library is open and provided due care is taken to ensure the preservation of these materials. The library reserves the right to limit the use of records restricted by law, by reason of their origin, or by the donors. It also reserves the right to restrict the use of records that are not processed, are of exceptional value, or are fragile.

In order to help the library ensure the preservation and proper administration of the collections, it is requested that patrons observe the following procedures and guidelines:

1. All researchers must read these rules.
2. Materials may be used only in the library.
3. As a security measure, staff reserves the right to inspect all articles, including research materials.
4. Care must be taken in handling rare and unique materials. Materials must be flat on the table. Nothing should be placed on the materials. Materials must not be written on, marked, altered, leaned on, folded, traced or handled in any way likely to damage them. You may be instructed to wear special handling gloves (provided by library staff) while handling materials. Immediately notify the staff if you notice any damage to the materials.
5. The original order of unbound materials must be maintained. Do not re-arrange any materials. If you feel that something is not arranged in the order in which it belongs, please do not change the order of the materials yourself, but call the problem to the attention of the staff.
6. The staff reserves the right to restrict the use of materials for any reason. Researchers may be required to use microform or photocopies of materials when such forms are available.
7. Limited photocopying services are available upon request. See the **Photocopying Policy**.
8. Collections materials are provided **for reference use only**. The patron will publish no portion of the collections without the proper copyright statement, and **the patron assumes sole responsibility for any infringement of the literary rights, copyrights, or other rights pertaining to these materials. Library staff is neither authorized nor qualified to advise researchers about copyright, libel or literary property rights.**
9. Theft, destruction or mutilation of collections materials is a crime.
10. The library reserves the right to refuse access to any individual who has demonstrated such carelessness or deliberate destructiveness as to endanger the

safety of the materials in the Collections, or who has failed to comply with the above stated regulations.

Arvada Historical Society Collection (Arvada Library)

The Jefferson County Public Library, Arvada location, has a special responsibility to collect, preserve, and disseminate historical information donated by the Arvada Historical Society. This collection is housed in closed stacks that are accessible by appointment only. All researchers are welcome to use the resources of the Arvada Historical Society Collections by appointment during the hours the library is open and provided due care is taken to ensure the preservation of these materials. These collections are closed stack materials, which means the photographs and other materials do not check out; they must remain in the Collections room. Only library staff is permitted to enter the Collections room. Library staff will retrieve materials from the collections based upon the patron's request.

This collection is also accessible through the library's Local History Collections Database. The database can be accessed through library computers or remotely from off-site computers.

In addition to the procedures and guidelines outlined above, researchers accessing the Arvada Historical Society Collection will also abide by the following guidelines & procedures:

1. All researchers must read these rules and complete the accompanying Patron Registration Form each time they access the Collections. The registration form will become part of the permanent record of the collections. Researchers under 18 must provide a parent or guardian's signature along with their own.
2. Access to the collections is made by appointment during the hours the library is open.
3. Readers may use pencils or laptop computers for note taking. Use of ink is prohibited.
4. Photo identification, or a Jefferson County Public Library card, is required of all patrons accessing the Collections. The photo identification will be held while materials are in use.
5. Photo-prints can be made of the photographs. The patron must complete a Request for Photo duplication form. All costs of photo-prints are the responsibility of the requestor. See the **Photo duplication Policy**.
6. Collections materials may not be published or displayed, in full or in part, without the written permission of the library. All materials published or displayed must be credited to **the Jefferson County Public Library, Arvada Historical Society Collections**.
7. All materials must be returned to the staff member in charge when you have finished with them, at which time your identification will be returned to you. Researchers are responsible for the Collections items provided for their use until the items have been received and inspected by the staff member.

Photocopying & Photo duplication Policy

There is no self-service photocopying available for the collections. Depending upon the condition of the materials and copyright restrictions, staff will make the photocopies. To obtain photocopies, a [Request for Photo duplication](#) form must be completed. Patrons are responsible for all photocopying costs. Please ask a staff member for the current photocopy fees. Photocopies will be made as time and staffing allow. The library reserves the right to refuse to copy any item as such copying will either damage the material or infringe upon copyright or other restrictions. Single photocopies are provided for reference use only. The patron will publish no portion of the collections without the proper copyright statement, and the patron assumes sole responsibility for any infringement of the literary rights, copyrights, or other rights pertaining to these materials. Certain types of materials are never photocopied. These materials include: oversized materials, printed materials with fragile bindings, tight bindings and/or deteriorating pages. Researchers are asked to be as selective as possible when making photocopy requests since the process can be harmful to the materials.

When a photo print of a photograph is desired a [Request for Photo duplication](#) form must be completed. Arrangements are then made with a local photographic lab to have the photographic copies made. All costs of photo duplications (including the making of negatives if needed) are the responsibility of the requestor. Please ask a staff member for the current photo duplication fees. Any negatives made in the process of duplicating materials from the collections become the property of the Jefferson County Public Library. Having photo prints made is not an immediate process, please plan accordingly. The patron will publish no portion of the collections without the proper copyright statement, and the patron assumes sole responsibility for any infringement of the literary rights, copyrights, or other rights pertaining to these materials. Researchers may not use their own camera or video equipment to copy materials.

Citations for collections materials should follow this format:

Courtesy Jefferson County Public Library, Arvada Historical Society Collection

It is requested that the Arvada Historical Society Collections be given 2 copies of any publications that relies heavily upon its collections.

Golden Historical Collection- Richard A. Ronzio Collection (Golden Library)

The Golden Library houses duplicate photographs of the "Ronzio collection", which includes the first laws published in Golden for the Colorado Territory. It is considered one of the more comprehensive photographic collections of the area of Golden and this part of Jefferson County. The Ronzio materials were acquired by the Jefferson County Public Library after Richard A. Ronzio's death in 1995. The collection includes about

10% of his entire collection. The remaining materials were dispersed by his estate among various private entities, and some municipal depositories. The Ronzio materials include approximately 350 photographs, stereoview, some railroad passes, maps and other ephemera .

The collection may be viewed at the [Golden Library](#) 1019 10th St., Golden CO 80401. Two 3-ring binder notebooks of "Ronzio materials" are kept at the information desk. Photo identification, or a Jefferson County Public Library card, is required of all patrons using the binders. Patrons must use white handling gloves provided when handling copies. Patrons may make photocopies of the items on the public photocopy machines. All materials must be returned to the information desk staff when the patron is finished, at which time the i.d. will be returned. Patrons are responsible for the items provided for their use until the items have been returned to the information desk. Copy negatives of the photographs are available for reproduction at the [Golden Landmarks Association](#) 805 13th St., Golden, CO 80401. Materials may not be published or displayed, in full or in part, without the written permission of Golden Landmarks. All materials published or displayed must be credited to Golden Landmarks AND the Jefferson County Public Library.

The original photographs of the Ronzio Collection are housed at the Jefferson County Archives and Records Management Department. Arrangements to view the original photographs must be made through the Jefferson County Archives and Records Management Department, 100 Jefferson County Parkway Suite 1500 Golden, Colorado 80419-1500

Jefferson County History Collection (JCHC –Standley Lake Library) & Columbine High School Tragedy Collection

This collection is housed in the reference collection at the Standley Lake library. The JCHC materials do not check out. The collection is open to the public to access, no appointments are necessary.

The JCHC is a collection of Jefferson County current and historical materials. The collection includes such general Colorado current and historical materials as is necessary to place local history in context.

The Columbine High School Tragedy Collection is a part of the JCHC. This collection contains materials pertaining to the shootings at Columbine High School as a part of Jefferson County history.

The collection may be photocopied on the library's photocopiers. Copyright restrictions may apply to a number of the materials.

Sternberg Manuscript (Evergreen Library)

The Sternberg Manuscript is the original manuscript for the book: [Evergreen, Our Mountain Community](#) by Gene and Barbara Sternberg.

The Sternberg Manuscript is housed in nine archival boxes that reside at the Evergreen library. This collection is housed in closed stacks that are accessible by appointment only. Access to the manuscript is arranged through contact the Evergreen Library Manager or Head of Reference/Adult services.

Materials may not be removed from the library.

Warning Concerning Copyright Restrictions

Insert the warning here

Publication of Collections Materials

Photo duplication is provided for reference use only. The patron will publish no portion of the collections without the proper copyright statement, and the patron assumes sole responsibility for any infringement of the literary rights, copyrights, or other rights pertaining to these materials.