

MSSDAR Genealogical Library at Rosalie
Policies and Procedures

Approved by the State Board of Management July 25, 2019

The Mission of the MSSDAR Genealogical Library at Rosalie (State Library) shall be to encourage genealogical research and to promote membership in the Mississippi State Society Daughters of the American Revolution and other historical and/or genealogical societies or organizations by providing materials to aid in research for the achievement of those goals.

- Use of the library shall be for the purpose of genealogical research.
- Books or materials may not be removed from the library for any reason.
- Food, drink and chewing gum are not allowed at any time in the library.
- Those with pacemakers should alert gift shop personnel before entering.
- Rosalie staff is not available to assist patrons with research.
- A photocopier is available for patron use. The cost of each copy is posted. Even if the copy is made in error, the patron is responsible for its cost. It is the responsibility of the patron to follow and abide by all copyright laws.
- Laptops may be used in the library. Portable scanners are not allowed.
- Use of the resources of the library shall be free to all patrons of the library.
- Acquisitions Fund donations will be used for the purpose of purchasing materials deemed appropriate to the mission of the Library.
- Prior approval from the MSSDAR Librarian must be given before donation of a book or written material is accepted.
- Monetary donations may be made through the MSSDAR Treasurer.
- Patrons, both MSSDAR members and visitors, shall sign the Library Guest Register before entering the library.
- The door of the library shall remain locked outside of regular Gift Shop hours. Daily maintenance is the responsibility of the Rosalie staff.
- The library shall not be left in disarray. Books and materials shall be shelved or returned to their rightful place after being consulted. Shelf markers are available to correctly replace pulled materials from the shelves.
- Any material deemed inappropriate or beyond repair or redundant shall be reviewed by the State Librarian and may be recommended for deaccessioning upon approval by the State Board of Management. Any holdings deaccessioned by the State Board of Management may be disposed of at the discretion of the State Librarian. Any proceeds derived shall be returned to the State Treasurer for future purchases of needed materials.
- Use of the ladder or stools is solely the responsibility of the patron.
- These holdings (genealogical books and materials), plus the furniture and fixtures, remain the property of the Mississippi State Society Daughters of the American Revolution.
- Responsibility for the library falls to the MSSDAR Librarian.
- A copy of these policies shall be posted in the library.
- These policies may be amended at any time.