

USGA Golf Museum Library Policies and Procedures

Effective April 11, 2022

The USGA Library is open by appointment only to USGA staff, scholars and researchers. All books and documents must be consulted in the reading room and no materials may be checked out. No access is permitted in the library stacks. All materials are available for use at the sole discretion of the Library staff.

Making an Appointment

Due to staff bandwidth and limited resources, patrons are required to make an appointment to visit the USGA Library.

Phone: Hilary Cronheim, Senior Director, USGA Golf Museum and Library
908-326-1207

Email: hcronheim@usga.org

In advance of your appointment, please let the staff know what you would like to consult. The USGA Library Catalog is available here:
<https://digitalarchives.usga.org/library/index.php/>

Policies and Procedures

- No food or beverages are permitted in the Library. Smoking is not permitted anywhere in the building.
- No materials are to be removed from the Library under any circumstances.
- Patrons may not photocopy materials. A staff member will assist you with your photocopying or scanning needs. Photocopying and scanning is at the discretion of the Museum staff. The staff reserves the right to deny photocopy and scanning requests.
- Please be advised that copyright laws limit photocopying and scanning requests to the lesser of 30 pages or 10% of the pages from any single volume.
- Photocopying and scanning is never permitted from Rare Books or any book published before 1940.
- Only Museum staff are permitted to pull materials. Patrons should not reshelve materials. Any items removed from the shelf should be left on table for shelving by Museums staff.
- Patrons are requested to use pencils – not pens – while taking notes from Library materials. Museum staff will supply pencils to any researcher if necessary.
- Please refrain from using self-adhesive (Post-It) notes on Library materials. Museum staff will provide scrap paper to any researcher wishing to mark pages in a book.
- All patrons are kindly asked to be considerate of the needs of other researchers and Museum staff.
- Misconduct or disrespect of the rules may result in the researcher being refused further access to the Library and Library materials.