

USGA Golf Museum Library Policies and Procedures

Effective April 22, 2019

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 browsing is allowed in the library stacks. Materials are available for use at the 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. Appointments are available Wednesday and Friday afternoons, between the hours of 1:00 pm and 5:00 pm.

Phone: Hilary Cronheim, Director, USGA Golf Museum
908-326-1961

Email: library@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 needs. The Library staff reserves the right to deny photocopy requests of materials that are deemed rare or fragile.
- Please be advised that copyright laws limit photocopying requests to the lesser of 30 pages or 10% of the pages from any single volume.
- Photocopying is never permitted from Rare Books or any book published before 1940.
- Patrons should not reshelve materials. Any items removed from the shelf should be left on table for reshelving.
- Patrons are requested to use pencils – not pens – while taking notes from Library materials. Library staff will supply pencils to any researcher if necessary.
- Please refrain from using self-adhesive (Post-It) notes on Library materials. Library 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 Library staff.
- Misconduct or disrespect of the rules may result in the researcher being refused further access to the Library and Library materials.