

USGA Golf Museum Library Policies and Procedures

Revised September 2023

To secure space and staffing, 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.

To Schedule a Research Appointment

Phone: Stacy Schiff, Librarian, USGA Golf Museum and Library
908-326-1942

Email: sschiff@usga.org

In advance of your appointment, please let the staff know what you would like to review by consulting the USGA Library Catalog

Policies and Procedures

- No food or beverages are permitted in the Library. Smoking is not permitted anywhere on Campus.
- No materials are to be removed from the Library.
- 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 brittle materials or items printed before 1930 is not permitted.
- Researchers are not permitted into the stacks. Library staff will pull and reshelve materials for researchers.
- Patrons are requested to use pencils – not pens – while taking notes from Library materials. Museum staff will supply pencils if necessary.
- Post-it notes may not be used on Library materials. Researchers wishing to mark pages in a book will be provided with bookmarks.
- All patrons are kindly asked to be considerate of the needs of other researchers and Museum staff.
- Misconduct or unsafe handling of materials may result in the researcher being refused further access to the Library and Library materials.