

Resource Room Records Agreement

Welcome to the Probate Division Resource Room for the 22nd Judicial Circuit (City of St. Louis.) You may use the research facilities during our regular business hours (M-F 8:30am to 5:00pm). To ensure that we continue to meet patron needs, we have developed these guidelines to make your experience pleasurable and productive.

Please sign this Agreement to acknowledge that you have read and understand these policies. We appreciate your assistance in helping to preserve our research materials for use by future patrons.

1. **Sign and complete an entry in the Resource Room Guest Register.** If applicable, list the topic of your research.
2. Only paper, pencils, and laptop computers are allowed in the designated research area. Materials should be supported on the tables at all times. Only Resource Room staff are permitted to remove records from the file folder. Hold records by the edges and turn the pages one at a time, leaving each page in the original order and orientation. This is to protect materials from damage.
3. Food and drink are not allowed in the designated research area. Smoking is not allowed in the Civil Court Building.
4. Staff members are available to offer instruction on the use of finding aids and equipment.
5. The Probate Resource Room stacks are closed to researchers; closed-stack material is retrieved only by Resource Room staff. To protect fragile holdings, the Probate Division reserves the right to restrict patron access to, and photocopying of, some material. A maximum of two boxes of research material is allowed on tables at any time. Patrons will be given microfilm copy rather than original records, if available.
6. Tracing or writing on original material is not permitted. ***Do not damage the records.***
7. Patrons may retrieve microfilm in the designated research area. Limit microfilm use to five rolls at a time. The Probate Division reserves the right to ask patrons to return microfilm at any time. Please rewind the film when you are finished; place the reel in the correct box and deposit in the return basket. Staff will refile microfilm boxes.
8. Please fill out a Copy Request Form to facilitate copying. Photocopies cost \$0.30 per page; microfilm copies are \$0.50 per page certified copies are \$1.50 per record. ***Copy requests must be submitted no later than one hour before closing.*** Fees must be paid upon completion of the day's research. Copies may be mailed if payment is made in advance.

Printed Name: _____

Signature: _____