



## Policy for Hoffman Research Library Usage Outside Scheduled Hours

To protect the assets of the Minnesota Genealogical Society (MGS), its branches, partners, and affiliates, the use of the Hoffman Research Library for personal research is restricted to the scheduled and posted Library open hours and availability of trained volunteers.

Special consideration for use outside of scheduled open hours may be given to branches, partners, and affiliates in the following circumstances:

- **Conferences:** Hosted by a branch, partner, or affiliate, locally, providing research access to the library is part of the conference. A minimum of two trained volunteers is needed. The trained volunteers must be present with the group.
- **Community groups:** Sponsored by MGS, a branch, a partner, or affiliate, wanting to host a research trip for their group (ex. Boy Scouts or D.A.R.). A minimum of two trained volunteers is needed. The trained volunteers must be present with the group.
- **Single or very small groups:** Hosted by a branch, partner, or affiliate, a trained volunteer(s) must be present with the group.

These and all other requests for Library use outside of regular hours must be made through the library manager at [libmgr@mngs.org](mailto:libmgr@mngs.org). With appropriate notice, Executive Board approval, and availability of trained volunteers, permission *may* be given.

Approved by the Minnesota Genealogical Society Board of Directors on 19 February 2022.