

## **Huntington Public Library STORAGE OF TOWN DOCUMENTS**

The Huntington Public Library (HPL) Board of Trustees has designated a room in the building, also known as the Union Meeting House (UMH), for the storage of town documents that are not able to be stored in the Town Office due to space limitations. This is known as the Document Room.

As is common practice for off-site document storage, a system will be in place to keep the documents safe and clean and able to be located.

1. The Document Room will meet with Vermont Building Codes. If someone is unable to negotiate the stairs, the document(s) will be retrieved.
2. Access to the Document Room is restricted to library open hours and/or days.
3. Due to the location of the Document Room, an arrangement will be made with Library Staff or the Board chair before accessing the storage.
4. All documents will be stored in rodent-proof cabinets or containers in the designated room.
5. All containers / drawers / shelves (units) will be clearly labeled with a unique indicator. For example: File Cabinet 1, Drawer A or Map File 1 Drawer A.
6. A copy of the list of the contents of each unique storage unit will be put in the binder available on the desk in the Document Room.
7. Documents that are not stored as outlined above will be removed from the Union Meeting House and returned to the Town Office.
8. This Document Room is not a storage space for office furniture or technology equipment.

Adopted by the Huntington Public Library Board of Trustees, January 2, 2024

Presented to the Huntington Selectboard, February 2024