



## Request for the use of the Hoffman Research Library Outside of Regularly Scheduled Hours

In this document, Minnesota Genealogy Center (MGC) members include the members of the Minnesota Genealogical Society (MGS), its branches, partners, affiliates, and MGS interest groups.

Every effort should be made to schedule your visit to the Hoffman Research Library (HRL) at the MGC during posted scheduled days and hours. However, to arrange research time outside of the posted hours:

- Be aware that if trying to schedule outside of scheduled open hours, the MGS cannot guarantee that enough trained volunteers will be available to allow your visit.
- A request form for use outside of regularly scheduled hours can be found [here](#). This form is to be completed and returned to [libmgr@mngs.org](mailto:libmgr@mngs.org) allowing enough time for the MGS Board to review and approve your request.
- Library fees for youth groups, and other groups such as lineage, genealogical, or historical societies, may be reduced or waived with Board approval.

After receiving MGS Board approval, please review the following procedures to make your library visit as successful as possible.

### BEFORE YOU ARRIVE

- The MGC facility is on a single level making the library easily accessible. Free and accessible parking is generally available right outside the front door.
- Restrooms are available within the MGC, with larger, accessible facilities available just outside the main meeting room (the Mississippi Room).
- Pandemic protocols will be in place based on recommendations and requirements from the State of Minnesota and the Department of Health. Current practice will be announced on this website's home page and the Library home page. Hand sanitizer and wipes are available for patron use in the library and public areas.
- Download and/or print a [map of the MGC](#) and a [list of abbreviations](#) used in our call numbers to familiarize yourself with the layout of the facilities.
- The HRL collection is non-circulating.
- Library admission is free to MGC members. Non-members are expected to pay a \$10 per visit usage fee.
- If you would like research assistance from specialists for a particular country or ethnic group, some [MGS branches and partner groups](#) schedule monthly sessions in the HRL. Consider planning your visit to connect with these experts.



## WHEN YOU ARRIVE

- Visitors are required to sign the check-in book at the welcome desk. Please indicate your membership affiliation and purpose at the library.
- Store briefcases, purses, and bags in free lockers provided in the lobby area.
- You may bring laptops, tablets, and necessary research papers into the library.
- Library admission is free to MGC members. Non-members are expected to pay a \$10 per visit usage fee.

## WHILE AT THE LIBRARY

- Please use pencils for your notes, to avoid accidental ink damage to the collection.
- The research area has numerous desktop computers for public use, free wireless Internet access, microfiche and microfilm readers, and a printer/scanner. Consider bringing a thumb drive for downloading items of interest to take home.
- A variety of [genealogy-specific software](#) is installed on the library's computers.
- A printer/scanner is provided for visitors. There is a minimal charge of 20 cents per page for paper copies. Unless materials are designated as Fragile, you may also use personal wand scanners, USB drives, and smartphones to capture images at no cost to you.
- Please place books and materials you've used on the "Reshelf Cart" near the reference desk rather than reshelving them yourself.
- You are welcome to enjoy your food and beverages in the kitchen area or outside of the library area.

## BEFORE YOU LEAVE

- Please sign out at the welcome desk as you leave the MGC.
- Thank you for visiting!