

NORTH BALTIMORE OHIO AREA HISTORICAL SOCIETY, INC.

SPECIAL VISITATION POLICY

The North Baltimore Ohio Area Historical Society, Inc. strives to remain open to the public as much as possible. However, due to the society's reliance exclusively on volunteers to staff the facilities when they are open, limited hours of public operation are maintained.

Recognizing that there may be a need for members of the public to visit the society when it is not staffed, the Board will make efforts to open the society for short periods of time for public visitation.

Members of the public who wish to visit the society should contact a board member or call (419) 257-2266 as far in advance as possible (minimum of 48 hrs.) to request that the society be opened. If a board member is available for this voluntary effort, the board member will open the facility only during the same days and hours that the North Baltimore Public Library is open. The board members will remain on premises at all times and will offer insight into the collections to the best of their knowledge. Note that research items are available to the general public only during regular open hours or as approved by a board officer.

This policy applies only to short visitations by individuals or groups of four or less. Refer to The North Baltimore Ohio Area Historical Society, Inc. Use of Facilities Policy for information and procedures for longer visits or larger groups.

Approved: 05-09-13