



## **Local History Collection Policy**

### **Collection Scope**

In order to provide information about the history of the area served by the Roeliff Jansen Community Library, the Library will collect and maintain resources documenting the history of the Library's service area. Due to space restrictions and the wealth of archives of historical records and resources within the region, the collection of materials that reference Columbia County and/or the Hudson Valley generally, will be limited. The collection does not circulate and will be shelved in the Local History/Conference Room.

### **Selection Criteria**

The following criteria are used to select items for inclusion in the local history collection:

- Relevance to the history of the communities served by the Library
- Authenticity of record
- Suitability of the subject to the local history collection
- Non-duplication of material within the collection, or with other area archives
- Quality of physical form of material
- Ease for patrons to use
- Cost to preserve, store, and process
- Security requirements to store and/or display
- Restrictions by donor

Materials may be accepted in any format, whether in printed or digital form, photographs, pictures and films, CD, DVD, and oral histories. Photographs and documents may be removed from their frames, if accepted into the collection. Three-dimensional objects may be accepted provided they can be properly housed by the Library and are deemed appropriate to the collection.

The Library reserves the right to refuse an offered gift. For example, the Library may decide not to accept items which show damage from mold, mildew, water, insects, smoke, or dirt. Mold, insects and the smell of smoke can quickly migrate to and damage other materials in the Library. The Library may also decide not to accept items it cannot properly store, display, or otherwise care for.

### **Donations to the Collection**

The Library welcomes donations to its local history collection. The Library reserves the right to decline gift offers and gifts may be reviewed by the Acquisition Committee. Each donation to the local history collection will be recorded in a donor file that will contain a copy of the deed of gift, all correspondence, and memoranda. The deed of gift documents the donation of property to the library, and is signed by the donor. The deed of gift includes a complete description of the donated item and information regarding its past ownership. The deed of gift also establishes conditions (if any) governing the transfer of title from the donor to the library. Once the deed of gift has been signed by the donor, the donated item becomes the property of the Library. Loans to the local history collection of any materials will not be accepted.

Once a donation has been made, the Library reserves the right to decide how the donated item will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the local history collection may be scanned and placed on the Internet for viewing, may be moved from the local history collection to other sections of the library, may be sold, or may be transferred to another library.

### **Access**

Materials in the local history collection do not circulate, but will be available to the public during normal business hours. Researchers are allowed request photocopies from the collection, observing any copyright restrictions. Library staff may refuse to photocopy rare or fragile material. Library staff will not perform extensive research for patrons.

### **Maintenance of the Collection**

The Library Director will be responsible for the local history collection and will supervise and control the storage, access, and preservation of the materials. The Library Director will conduct a periodic review of the records held in the local history collection and may select items for removal based on condition and suitability to the collection.

**Adopted by the Board of Trustees, August 8, 2017**  
**Reviewed and Amended, October 19, 2021**