

The Community Library Local History Room Policy

Application

This policy is intended to guide staff in selection, retention and reconsideration of materials identified as having enduring local interest. It is also intended to inform the public as to the purpose of the Local History Room, the collection of materials and the use of the room.

Statement of Purpose

The Community Library intends to collect, organize, preserve and provide access to a non-circulating collection of primary and secondary sources that document the history of the area included in the Cobleskill-Richmondville School District and its environs. This history includes materials that increase the knowledge about family histories, civic, social, religious, economic and cultural life in the area.

Policy

The local history room preserves a permanent record of important events, groups and personalities of the area. The value of this collection lies in its depth, breadth and scope as a comprehensive survey. The Community Library history room currently has materials in its possession which are considered to belong to TCL such as local newspapers, yearbooks, scrapbooks etc.

TCL will accept materials as donations that are of historical importance to the area and within the Library's ability to preserve and protect them. Emphasis will be given to the acquisition of those materials which will contribute to knowledge of the social, civic, religious, economic and cultural life, both past and present. The criteria used for selecting and retaining materials may be applied broadly or narrowly to inform decisions regarding materials of lasting local interest within the Library's service area. The following criteria may be used in selecting for inclusion: Relevance to local history, authenticity of record, suitability of the subject to the collection, non-duplication of the material within the collection, quality of the physical format, ease of use for patrons, cost to preserve, store and process, and security requirements to store and/or display.

All materials accepted as donations will become the property of the library with no restrictions placed on their storage, use, or deaccession. In order to establish the transfer of ownership, TCL requests that a deed of gift be completed by the donor. This includes the name of the donor, the name of the recipient, the date of transfer, a description of the materials, and the transfer of rights. The Library will not appraise the value of the gift.

Organizations or persons wishing to use The Community Library as a repository for their historic materials or items without transfer of title will be required to sign a Memorandum of Understanding regarding the deposit. That document will describe the manner in which the material will be stored, the description of the materials, the liability regarding the material, the use of the materials, and the cost of storage. The memorandum is following this policy statement.

Room Use

The Local History room is open to the public for research at designated times. Calling ahead to make an appointment is required as the room has limited staff and volunteers. Contact the Library

at least 24 hours in advance. Patrons are required to register at the desk when they enter the room and sign out as they leave. No materials are allowed to leave the room. *No backpacks, large purses, tote bags, etc., are permitted. They must be left in the designated locker.* No food or liquid are allowed in the room. Patrons are not allowed to use ink pens or markers around the materials (pencils will be provided). Digital images of the materials may be considered.

Responsibility

The Library Director is responsible for decisions pertaining to selection, access, retention and reconsideration of materials in the collection. The Library Director or a designee holds the responsibility for providing documents related to the policy to concerned parties.

Approved Date: 6/12/2025

Revised:

Reviewed by / on: