

Claverack Free Library

Local History Policy

Approved: January 2018

Local History Mission Statement:

The mission of the Claverack Free Library Local History Archives is to preserve the history of the Town of Claverack and surrounding communities.

The Claverack Free Library will preserve and maintain these materials for future generations, and providing access to the materials under safe and secure conditions. The library will work in conjunction with other Local History entities, such as historical societies and libraries, to educate the public on the holdings of the collection and on the history of the Town of Claverack and surrounding communities.

Local History Collection – Scope:

The focus of the collection will include materials about the history of the Town of Claverack and, to a lesser extent, materials about surrounding communities.

Genealogical records and family histories pertaining strictly to founders and/or pioneer families of the Town of Claverack may be collected.

Local History Collection – Collecting Policy:

The Local History collection will collect books, documents, maps, memorabilia, genealogical records of founding families, slides, microfilm, newspapers, news clippings, identified photographs (framed and unframed). The Local History Collection will contain Oral History interviews, in audio and print formats, conducted by the staff of the Claverack Free Library. Three-dimensional objects and electronic and digital formats will be considered if they fit within the mission of our collection.

The Local History Collection does not contain government records, such as City Council meeting minutes or Board of Education meeting minutes, or day-to-day business records.

Selection Criteria:

The Claverack Free Library Local History Collection will include:

- Materials that record the history and ancestry of Town of Claverack founding and/or pioneer families
- Materials that record the history and contributions of prominent individuals who have lived in or served in the Town of Claverack
- Materials that preserve the histories of local clubs, organizations, schools, churches, businesses, and institutions of the Town of Claverack
- Materials that record the history of the community

- Artifacts or objects that support the history of the community, its people, and/or its institutions

Other criteria include:

- Relevance to the histories of the Town of Claverack
- Uniqueness and historical value of the item
- Physical condition of the item
- Space constraints for storage of the item
- Time needed to arrange the collection for use
- Signed “Deed of Gift”

Gifts:

The library welcomes donations to its Local History collection. All donated materials must be free of dirt, mold, moisture, and pests and should be in good condition. Scrapbooks/photo albums must be in archival quality albums or enclosures, and photographs must be identified. Three dimensional objects may be accepted if they fit the scope of the collection and do not require special storage and preservation needs.

Materials that do not fit within our collecting policy will be referred to local historical societies.

The library reserves the right to decline gift offers.

Donors must sign a “Deed of Local History Gift” transferring ownership, and copyright, if applicable, to the Claverack Free Library. The donor and the library each retain a copy of the “Deed of Local History Gift”.

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 to another location within the library, and may be withdrawn from the collection if deemed no longer appropriate to the collection.

Items that will not be accepted:

- Unidentified photographs

- Photographs in magnetic sleeve photo albums
- Duplicate materials, unless in better condition than those currently in the collection
- Periodicals
- Formats that are obsolete or that require transfer to up-to-date format to facilitate access. Examples include (but are not limited to) VHS tape, 8 mm film, floppy disks
- Government records, such as meeting minutes
- Items that have restrictions on use
- Items that are in poor physical condition

Access:

The Local History Collection, although stored in various parts of the library, is accessible to the public by request. Staff will retrieve those materials; fill out a use form and hold ID while the materials are used. Library staff may refuse to allow photocopying of rare or fragile materials.

The Local History Collection reference and non-circulating materials are housed in a separate area of the library on the Local History collection shelves and in adjacent file cabinets and map case. Other materials are stored in archival quality storage boxes. Some local history materials are stored in staff areas. Exhibits of Local History will be displayed in the Local History Center and ~~two~~ display cases.

Local History materials do not circulate.

Preservation and Maintenance:

Local History materials, when appropriate, will be preserved in acid-free folders, enclosures, and containers. The collection will be maintained in a clean, safe, and secure environment.

Discarding Materials:

The Claverack Free Library reserves the right to withdraw materials that do not fit within the scope of the Local History Collection. Withdrawn items may be returned to donors, offered to other depositories, donated to the Friends of the Library, or discarded.