



## LOCAL HISTORY ROOM POLICY

*Effective Date: August 16, 2022*

*Revised Date:*

### **Purpose**

The purpose of the local history collection is to preserve materials that document the history of Cumberland and to a lesser extent, Barron County and to make these materials available to researchers and the general public. The library holds these materials in trust for future generations, and therefore they can be examined in the local history room only.

### **Collection Development/Scope**

The major emphasis of the collection is historical and current information about the city of Cumberland and the surrounding communities of Barron County. Subjects include early settlers, ethnic groups, family, business, work, and prominent individuals and events.

The collection houses materials in a variety of formats including, but not limited to atlases, books, diaries, directories, genealogies, ledgers, letters, maps, newspapers, pamphlets, periodicals, photographs, posters, scrapbooks, yearbooks, and select audiovisual materials when proper storage and playback ability are available. The collection does not house materials in the following formats: three dimensional artifacts, original government records, posters larger than 36" x 48" or electronic records.

### **Selection Criteria**

The following criteria are used to select materials in the Local History Room Collection:

- Relevance to Cumberland and Barron County
- Authenticity of the material
- Suitability of the material to the Local History Room Collection
- Non-duplication of material within the collection
- Quality of the material
- Ease of use for patrons
- Cost to preserve, store, and process
- Security requirements to store and/or display
- Restrictions by the donor

## **Purchases, Gifts, and Loans**

Purchases must be approved by the library director.

The Thomas St. Angelo Public Library welcomes donations to the Local History Room. The Library reserves the right to decline any donation that is not relevant or does not fit the scope of the collection; is a duplicate of material already in the collection; is too large to house; or is in a condition that would be an undue conservation burden. Donors may not impose any restriction on any donated materials, and monetary or other gifts will be accepted only if given unconditionally. Once an item has been accepted by the Library, it becomes a part of the Library's collection and the Library shall be its sole owner. The Library will not appraise any materials; should a donor want an appraisal for tax purposes, he or she will be responsible for this. If a potential donation is deemed unfit for collection, the Library will attempt to refer the donor to other organizations which may have an interest in or need for the item.

## **Discarding Materials**

The Library may remove items from the collection due to poor condition, duplication, or irrelevance to the scope of the collection. All decisions to remove materials from the Local History room will be made by the Library Director.

Materials that are removed from the Local History Room may be returned to the donor or offered to other institutions (when feasible).

## **Cooperative Agreements**

Occasionally, The Thomas St. Angelo Public Library enters into cooperative arrangements with other organizations in order to preserve historical materials and/or to make them more widely available.

## **Room Use**

Patrons are encouraged to visit the Local History room to perform historical or genealogical research. The following procedures should be followed:

Many of the items in the collection are fragile or irreplaceable so care and consideration must be used. The following procedures should be followed:

1. The Local History Room is open to the public during regular library hours.
2. No food or drink is permitted in the Local History Room.
3. Patrons should leave the materials they have used on the table in the Local History Room so that staff can re-shelve the items in the proper place.

4. Photocopying of some of the local history collection is permitted as long as the copying is in compliance with federal copyright laws. Patrons should ask before photocopying or photographing anything from the local history collection.