

LOCAL HISTORY COLLECTION DEVELOPMENT POLICY PARCHMENT COMMUNITY LIBRARY

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1. STATEMENT OF PURPOSE

In order to provide information about the community's history, the library will collect and maintain records pertaining to Parchment, Michigan, including local government, businesses, homes, schools, churches, community organizations, families and individuals. Concerning records that pertain to the larger Kalamazoo region rather than specifically to Parchment, every effort will be made to avoid duplication with other archives in the area. The collection will be housed in the Veva Abrahamsen Local History Room.

2. SELECTION CRITERIA

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

- Relevance to Parchment history
- 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

Parchment business records, especially regarding paper companies, are desired. These records can include board minutes and supporting papers, correspondence of Parchment businessmen and women, financial, technical, production, and personnel records, plans, photographs and marketing materials.

Records are accepted in every format, whether in manuscript, printed or machine-readable form; also 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, such as product samples, clothing, equipment, toys, etc. will 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 which it cannot properly store, display, or otherwise care for.

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3. DONATIONS TO THE COLLECTION

The library welcomes donations to its local history collection. 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 (and copyright, if appropriate) 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, and specifies any restrictions placed by the donor on public access to the donated item. 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.

The library wishes the public to have access to all materials in the local history collection. Materials which have restrictions placed upon them limiting such access may be accepted, but only when the restrictions are reasonable and deemed necessary to protect the legitimate rights and interests of the donor. Any restrictions will be recorded in the deed of gift and will be adhered to by the library. Such restrictions to public access should specify a date when full access will be granted.

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.

4. ACCESS

The local history collection, though kept in a locked room, is open to public during normal business hours. All persons using the local history collection must first register at the Reference Desk. Only library staff may take materials out of the Local History Room.

Researchers are allowed to photocopy from the collection, but should be aware of the provisions of Section 108 of the United States Copyright Law. Researchers may not remove items from the Local History Room, but may ask Library staff to remove the items and take them to the photocopier. Library staff may refuse to allow photocopying of rare or fragile material.

Library staff will facilitate access to local history collection materials, but will not interpret the contents of the collection. Library staff will not perform extensive research for patrons.

For those materials for which the library owns the copyright, permission must be obtained and credit listed before material may be published by a third party.

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6. 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.

Where appropriate, materials are maintained in appropriate acid-free folders, enclosures, and containers. Significant attention will be given to the environmental quality within the Veva Abrahamsen Local History Room, with reference to standards recommended by the Society of American Archivists.

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.

7. POLICY REVIEW

This policy will be reviewed, along with an overall evaluation of the collection, by the Parchment Community Library Board of Trustees every five years, or sooner at the discretion of the Library Director.

Adopted: July 25, 2006

Reviewed: October 23, 2010