

HISTORICAL COLLECTION [Approved 1/15/03]

Mission

The Library's Historical Collection is intended to serve as a resource for research, study and understanding of the Town's history. In pursuing this mission, the Library will:

- collect, organize, preserve and describe records of permanent historical value related to the Town's history, governance, commerce, individuals and organizations. Where relevant to the Town's history, material on surrounding municipalities may be included in the collection.
- provide facilities for the retention, preservation and research use of the collection.
- provide guidance to individuals using the collection.

Scope of the Collection

The Historical Collection is housed in two adjacent rooms in the Reference Department. Room I contains monographs relating to local history and genealogy. Room II contains published and unpublished local history materials in various formats, including fragile items and items not easily replaced or irreplaceable.

Collection Policy

The collection includes only material of permanent value. The collection consists primarily of books, but also may include maps, pamphlets, manuscripts, photographs, artifacts, art work and other special forms of materials published and unpublished. Much of the material is fragile, and therefore its use is restricted to those doing serious research. None of the items in the collection circulates to the public. The Historical Collection is not intended to be a browsing collection, and therefore a user must state in advance of admittance to Room I their specific needs and intentions. Requests for use are subject to approval by the Reference Librarian.

Copyright Statement

The Library provides access to its collection in order to support research and education. Some materials in these collections may be protected by U.S. Copyright Law (Title 17, U.S.C.). In addition, the use or reproduction of some items may be restricted by the terms of the gift or purchase agreements, donor restrictions, privacy rights, or by Library policy. It is the user's responsibility to determine and satisfy copyright or any other use restrictions when publishing or disseminating materials found in the collection. The

Library will assist users to identify copyright or use restrictions on items in its collection, but it shall assume no responsibility for user compliance.

Gifts & Acquisitions

The Library welcomes gifts of value and relevance in carrying out its mission provided the Library incurs no obligation to retain such material as an integrated collection or in any prescribed form. In considering materials for inclusion in the Historical Collection, the Library shall consider its space limitations and carefully review the materials against the following criteria:

- consistency with the Library's mission and the purpose of the Historical Collection;
- authority, authenticity and documentation;
- clear title from the donor or acquisition source;
- educational, interpretive and/or exhibit value;
- acceptability of physical condition;
- the Library's ability to care properly for and use the donation or acquisition;
- price.

The Library Director or his designee decides all matters relative to gifts and acquisitions.

Hours of Service

Generally Historical Room I is accessible during normal business hours. However, it is advisable to call the Reference Department for an appointment to assure timely access.

Historical Room Regulations

- Public use is limited to Room I and is restricted to those researching local history and genealogy. On the recommendation of a teacher, high school students may be admitted to research a specific project.
- Access to Room II is limited to staff members only. At the discretion of the librarian, some Room II material may be brought out to a user in Room I. Material too fragile for handling or available in another format may not be available for use.
- A photo I.D. with current address will be requested and retained until the user signs out of the room and all material used is inspected.

- Coats, parcels, brief cases and backpacks must be left in a designated area.
- The library staff may inspect personal material brought into the room.
- No food or drink may be brought into the Historical Room.
- Users may be limited to one item at a time.
- Only a pencil and pad of paper may be used for note taking.
- Tracing of maps or other material is not allowed.
- Photographs may be taken only with permission.
- Photocopying is at the discretion of the staff. Not all materials are available for copying. Please be prepared to take notes.

While some of these limitations may be an inconvenience, the Library has an obligation to protect Historical Collection material for future users. Your understanding and cooperation are requested.