

This policy supplements the library's Collection Development Policy.

Role and Scope of the Collection

The South Hadley Public Library preserves and provides access to the history of South Hadley and envisions that all patrons interested in local history will have access to appropriate materials resulting in better knowledge of the community. The historical materials included in the Local History Collection are part of the community's collective heritage, holding permanent value. It is the responsibility of the library to preserve these resources for current research and future generations.

The purpose of this collection is to collect and preserve materials that document the history of the Town of South Hadley and its citizens, including other geographical areas as they pertain to the history and development of the town. The library primarily collects paper-based primary and secondary resources such as books, pamphlets, official reports, maps, works of local authors, photographs and unpublished diaries and manuscripts. Materials must be accurate, suitable for community need or interest, and serve a public rather than personal interest.

Acquisitions

An active effort is made to add to the collection through the acquisition of materials from donors, private dealers, auctions, publishers, and other reliable sources. Private donations may require a signed donation form. All acquisitions become the unrestricted property of the South Hadley Public Library.

Staff, space, and budget limitations are considerations when adding new materials. Materials that fall beyond the scope of the collection, need repair costing more than their intellectual value, or require special shelving or storage because of a unique format will not be collected. All materials must be free of dirt, mold, moisture, and pests, and must be in good or repairable condition.

The South Hadley Public Library reserves the right to remove materials deemed unsuitable to the collection. Materials may be moved to the circulating collection, offered to another institution, sold, or discarded.

Organization

Materials that are not donated together as a single collection may be dispersed among the historical collection according to subject or personal name. Individual files may be organized by type of documents or chronological order.

Preservation & Access

Preservation of library materials is an integral part of the development of the collection. New acquisitions will not be available to the public until proper archival storage arrangements are made. Materials may be removed from the library and placed in offsite archival storage if the building conditions or public use threaten the condition of the item.

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The Local History Collection is available to researchers and the general public during regular library hours. Certain restrictions are in place to protect the future viability of rare and/or fragile materials. Part of the collection is kept in staff-only areas; patrons must speak to the senior staff person on duty to gain access. Other materials are shelved in the multi-purpose room. Materials do not circulate although duplicate copies of some items can be found in the circulating collection. To measure use, researchers may be asked to sign a register when using any historical resource. Photocopying is allowed only at the discretion of the senior staff person. Due to staff limitations, detailed research assistance is not available.

Cooperative Agreements

The South Hadley Public Library may enter into cooperative arrangements with other organizations in order to preserve historical materials and/or make them more widely available.

Exceptions

The Library Director, or a delegated staff member, has the authority to make exceptions to this policy when benefiting the library and community.

Approved December 3, 2007