

Huntington Memorial Library

Local History Collection Development Policy

Mission

The Library maintains the local history collection to further education about the history of Otsego County, with special focus on the City and Town of Oneonta, and to provide access to these materials for researchers and interested parties.

Scope

The local history collection includes a variety of materials, such as microfilm, scrapbooks, maps and atlases, genealogical materials, publications, books, city directories, photographs, postcards, pamphlets, and paintings. All materials that are archived will be related to local history, social, cultural, and economic conditions, organizations, and individuals, and must not be 3-dimensional in format due to space limitations.

The collection is further expanded since the library is registered as a Family History Center with the Mormon Church. Patrons may request microfilm that is sent to Huntington Memorial for use in the library.

Selection Criteria

The Library will purchase books published on local history including one Oneonta High School yearbook each year. Some local history books will be purchased for the circulating collection in addition to the non-circulating copy held in the NY Room. The library welcomes donations, and relies solely on them for our photograph, postcard, and family collection. A signed agreement of transfer should be kept on file in the library for each donation.

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

- Relevance to the history of the communities served by the Library
- Authenticity of record
- Suitability of the subject to the local history collection
- Non-duplication of the material within the collection, or with other area archives
- Quality of physical form of the material
- Cost to preserve, store and process
- Ease of use
- Restrictions by donor
- Format is limited to print, photographs, or other two-dimensional material

The Library reserves the right to refuse any offered donation or gift, such as if a material is in poor condition, or if the Library cannot properly care for or store it.

Access

Materials in the New York room and microfilm collection do not circulate, but are available to the public during normal business hours. Materials in the New York room can be accessed by

appointment only, by contacting the Library. Photocopying of material is allowed depending on Copyright restrictions, though Library staff may refuse if the material is rare or fragile.

A circulating Local History collection is located in the stacks. Patrons can check out these materials the same as any other circulating materials in the Library.

Library staff will perform up to fifteen minutes of research. If the request takes longer than fifteen minutes, the patron will be charged \$10 for each fifteen minute interval spent on the project.

When transferring or loaning materials to and from the Library's collection, a written record must be obtained in order to establish provenance. These records will be kept by the Director.

Maintenance of the Collection

The Library Director is responsible for the local history collection, and supervises and controls the storage, access, and preservation of materials. The Library Director conducts periodic reviews of the records and resources in the local history collection and may select materials for removal based on condition and sustainability of the collection. In order to keep the collection relevant, strong, and within space requirements, it is sometimes necessary to remove materials that no longer fulfill the Library's mission or that can no longer be properly cared for by the Library. The decision to withdraw an item ultimately lies with the Director.