

DeKalb Public Library Local History Collection Management and Materials Selection Policy

POLICY STATEMENT:

The DeKalb Public Library will collect, organize, preserve and provide access to a non-circulating collection of primary and secondary sources that document the history of the City of DeKalb, its inhabitants, government, environment, businesses, institutions and organizations. Materials related to the history of DeKalb County, its communities and Illinois will also be maintained in cooperation with other historical, genealogical, archival and library collections in the area.

The Local History Collection Management and Materials Selection Policy has been adopted by the Board of Directors of the DeKalb Public Library to guide librarians and to inform the public about the principles upon which the selections for this collection are made.

The Board of Trustees authorizes the Library Director to establish reasonable procedures governing collection management and materials selection for the Local History collection.

Approved by the DeKalb Public Library Board of Trustees 10/05/2017

DeKalb Public Library Local History Collection Management and Materials Selection Procedures

PROCEDURES:

Criteria:

Criteria for inclusion in the Local History collection may include one or more of the following: relevance to DeKalb and DeKalb County history, authenticity of record, suitability of the subject to the local history collection, non-duplication of material within the collection or other area archives, physical quality of material, ease of use for patrons, cost to preserve and store, security requirements to store or display, and restrictions made by the donor. Other considerations may be applicable on a case by case basis.

Scope:

The collection includes, but is not limited to published books, photographs, government documents or facsimiles, maps, manuscripts, pamphlets, newspapers, serials, audio-visual materials, institutional or organization records, and scrapbooks of historical materials that relate to DeKalb and its environs, as well as genealogical resources. Emphasis will be placed on documenting the settlement, industry, commerce, education, recreation, government, and historically significant individuals as well as the history of civic, religious, cultural and social organizations.

The collection includes, but is not limited to, published books, photographs, published and unpublished manuscripts (i.e., personal narratives), newspapers and newspaper clippings, maps, brochures and pamphlets, newsletters, catalogs, city and telephone directories, census data for DeKalb County, cemetery records, and DeKalb High School yearbooks. The collection also includes material documenting the history of the DeKalb Public Library.

Items may be accepted in any format, including manuscript, printed, or digital. Photographs and documents may be removed from their frames if accepted into the collection. Three dimensional artifacts will not be accepted by the library unless they can be properly housed and are deemed appropriate to the collection.

The Local History and Genealogy Collection does not collect material dealing with the day-to-day operations and events of the city or county such as council meeting agenda and minutes and other departmental/committee agenda and minutes.

The library reserves the right to refuse an offered donation. The library will not accept material that can harm other material in the collection, such as anything that shows damage from mold, mildew, water, insects, smoke, or dirt. The library may also decide not to accept items which it cannot properly store, display, or otherwise care for. When possible, the library will attempt to assist the donor in finding a more suitable institution for their material.

Additions to the Collection:

Materials that enhance the mission of the Local History Collection and meet the selection criteria will be accepted by the library. In order to establish the transfer of ownership, the library requests that a deed of gift be completed by the donor/representative and the Director. The deed of gift documents the donation of property (and copyright if applicable) to the library, and is signed by the donor. It also includes a complete description of the donated item and information regarding past ownership of that item. The deed of gift also establishes conditions (if any) governing the transfer of the title from the donor to the library. Once the deed of gift is signed by the donor, the donated item becomes the property of the library. Loans for exhibits may be asked for from time to time, but no permanent material loans will be accepted by the DeKalb Public Library Local History Room.

The library will only accept material with access-limiting restrictions when the restrictions are reasonable and necessary to protect the legitimate rights and interests of the donor. Any restrictions will be recorded on the deed of gift, and will be adhered to by the library. All restrictions will specify a date when full access will be granted.

The library reserves the right to decide how the donated material 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 (especially photographs and negatives) 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 (See Reappraisal and Deaccession).

Reappraisal and Deaccession:

From time to time, the Local History Collection will be reappraised, and the deaccession of some materials may take place. The library will offer the deaccessioned materials to appropriate institutions or return them to the donor, depending on requirements of the donor's deed of gift.

Care of Collections

The Local History Room at the DeKalb Public Library strives to organize, preserve, and provide access to its collection according to standard archival procedures and practices. Finding aids will be prepared for the collection. The materials in each collection are organized according to the original order (when applicable), and placed in archival containers. The Local History Room will follow the security practices and disaster planning set by the library to protect the collection from potential loss or damage.

Monetary Appraisals

The Library will not conduct any monetary appraisals for donors.