**West Point Public Library**

**Local History Collection Policy**

**Purpose**

The West Point 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 West Point and surrounding towns (i.e., St. Paul and Houghton), its inhabitants, government, environment, businesses, schools, institutions and organizations.  This collection will encourage and promote cultural, historical, and genealogical research within the community.

**Collection Statement**

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 West Point and its environs.  Emphasis will be placed on documenting the creation of city and county government, settlement, industry, commerce, education, recreation, and historically significant individuals as well as the history of civic, religious, cultural and social organizations.  Found in the collection in various physical formats are: organization minutes, letters, yearbooks, periodicals, newsletters, demographic information, city directories, phonebooks, reports, studies, plans, obituaries, local histories, maps and plats, and images.

**Selection Criteria**

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

* Relevance to West Point and Lee County 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 of use for patrons
* Cost to preserve, store and process
* Security requirements to store and/or display
* Restrictions by donor

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 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.  The Library will assist the donor in finding a more suitable institution for their material.

**Deed of Gift**

Since history is created daily, 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 Local History Librarian/Archivist.  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 and the donor relinquishes all interest and rights to them.

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).

**Loan of Gift**

Temporary exhibits may be excepted on a case by case basis. The loaner/representative and the Local History Librarian/Archivist will need to complete a loan of gift form. The loan of gift form documents the loan of property to the library and is signed by the donor. It also includes a complete description of the loaned item and information regarding past ownership of that item. The loan of gift also establishes the conditions of the loan, including the length of loan and what occurs to the property upon death of the loaner. Any restrictions will be recorded on the loan of gift and will be adhered to by the Library.

 **Reappraisal and Deaccession**

From time to time, the Local History Collection will be reappraised, and the deaccession of some materials may take place. If any item within the collection fails to meet the selection criteria at any time, it must be evaluated for removal based on the following:

* If damaged, can the item be repaired?
* Could the item become useful or relevant again in the future?
* Could an additional source increase the accuracy or credibility of the item?
* Could the item be useful to patrons in another capacity?

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 genealogy room at the West Point Public Library strives to organize, preserve, and provide access to its collection according to standard archival procedures and practices.  All items are cataloged through the use of museum software by the Historical Society President.

**Monetary Appraisals**

The Library will not conduct any monetary appraisals for donors.

**Policy Review**

This policy will be reviewed by the West Point Public Library Board of Trustees every three years or sooner at the discretion of the Director or President of the Historical Society. An overall evaluation of the collection should be conducted at least every five - ten years.

**Adopted by the Board of Trustees March 8, 2022**