

## Norfolk Local History Collection Policy

**POLICY:** It is the policy of the Norfolk Public Library (NPL), pursuant to its mission, to acquire, organize, preserve, and provide access to materials that document the history of Norfolk and its inhabitants, government, environment, businesses, institutions, and organizations in order for town residents and researchers to explore the personal, historical, and cultural heritage of Norfolk and its neighboring towns in meaningful and creative ways.

**DEFINITIONS:** None

### PROCEDURE:

1. The NPL Local History Collection is located in the Schoolhouse Meeting Room. This space serves as the repository for the Local History documents and publications in relation to personal, historical, and cultural heritage of Norfolk and its neighboring towns.
2. The Norfolk Historical Commission maintains a locked, glass cabinet, with its contents fully visible, to house historical materials that it wishes to display to the public. This cabinet is locked, not to deny access to the materials, but rather for safety and security reasons.
3. The Local History Collection consists of materials that document the history of Norfolk and surrounding towns in Norfolk County. The purpose of this collection is not to preserve materials related to the broader subjects of Massachusetts, New England, or the United States. Specifically, the Local History Collection strives to include:
  - Materials that record the history, development, and the current state of affairs of the Town of Norfolk. Images of Norfolk sites and individual residents are an important part of this collection
  - Personal manuscripts and other materials that record the history, experiences, and ancestry of Norfolk individuals and families
  - Records that chronicle the history of Norfolk organizations and institutions
  - Materials that record the social and cultural heritage of past and present ethnic, immigrant, and religious groups in the community
  - Materials that contribute to a better understanding of the area's geography, demographics, and architecture
  - Materials that record and provide context for understanding the lives of historically significant figures associated with Norfolk
  - Materials that provide instruction in the practice of genealogy, local history, preservation, oral history, and similar topics
  - Certain records of Town government.

4. The NPL strives to acquire and retain for the Local History Collection materials in formats that include but is not limited to: books, newsletters, periodicals, reports, newspapers, documents, clippings, postcards, photographs, videotapes, paintings, posters, furnishings, memorabilia and ephemera such as commemorative programs and advertisements

5. Criteria for acquisition and retention in the Local History Collection include:

- Relevance to the history of Norfolk
- Non-duplication of material within the collection
- Authenticity & completeness of record
- Quality of the physical form of material
- Ease of use for patrons
- Available space to house the materials
- Ability to store, display, or otherwise care for the item properly
- Cost to preserve, store, and process
- Security requirements to store and/or display
- Lack of restrictions by donor

6. The Norfolk Historical Commission may, from time to time, seek to donate items to the Local History Collection, exclusive from the locked cabinet which is under its control. In these instances, the Chair of the Norfolk Historical Commission shall communicate this intention to the Library Director, providing pertinent information about the material so that the Director may make an informed decision. The Director may request to view a photograph of the material to be donated and/or to personally inspect it prior to deciding to accept or reject the item for inclusion in the collection.

7. Materials which are acquired and retained in the Local History Collection are generally, but not always, catalogued in the SAILS Network catalogue.

8. Donations, requests for items to be added, or requests for items to be reconsidered for the Local History Collection shall follow the steps outlined in the Collection Development Policy. The Chair of the Norfolk Historical Commission is exempt from this and can contact the Library Director directly.

9. If the Director decides that an item should be removed from the Local History Collection in accordance with the criteria listed in this policy, they shall first inform, in writing, the Chair of the Norfolk Historical Commission of this decision. The Chair may within 30 days of the sending of this written notice remove the item from the NPL and take it into the possession of the Norfolk Historical Commission. If the item is not removed after 30 days, it will be disposed of in the same manner as are other materials that are weeded from the collection.

10. With the exception of materials placed by the Norfolk Historical Commission in its locked cabinet, the Library Director or staff designee is the approving authority for decisions regarding the acquisition and retention of local history materials. Decisions made by the Director may be appealed to the Board of Library Trustees. The decision of the Board is final.

**REFERENCE:** American Library Association, *Reference and User Services Association Guidelines for Establishing Local History Collections*. (retrieved from <http://www.ala.org/rusa/resources/guidelines/guidelinesestablishing>)

**CANCELLATION:** This policy cancels all previous policies, procedures, memorandums, messages, and directives on this subject.

**APPLICABILITY:** This policy applies to all NPL trustees, staff members, and patrons.

