

Livingston Free Library Local History Collection Development Policy

Local History Mission Statement:

The mission of the Livingston Free Library Local History Archive is to preserve the history of the community of Livingston, NY.

The Livingston Free Library will preserve and maintain these materials for future generations by using accepted preservation methods, and providing access to the materials under safe and secure conditions. The library will work in conjunction with other Local History entities, such as historical societies and libraries, to educate the public on the holdings of the collection and on the history of Livingston and the surrounding area.

Local History Collection – Scope:

The focus of the collection will include materials about the history of Livingston, and, to a lesser extent, materials about the surrounding geographical areas Columbia and Dutchess Counties, the state of New York.

Local History Collection – Collecting Policy:

The Local History collection will collect books, documents, maps, memorabilia, genealogical records, slides, microfilm, newspapers, news clippings, identified photographs (framed and unframed) and digital archives.

Selection Criteria:

The Livingston Free Library Local History Collection will include:

- Materials that record the history and ancestry of the Livingston area.
- Materials that record the history and contributions of individuals who have lived in or served in Livingston.
- Materials that preserve the histories of local clubs, organizations, schools, churches, businesses, and institutions of Livingston
- Materials that record the history of the community

2

Gifts:

The library welcomes donations to its Local History collection. All donated materials must be free of dirt, mold, moisture, and pests and should be in good condition. Scrapbooks/photo albums must be in archival quality albums or enclosures, and photographs must be identified. Three dimensional objects may be accepted if they fit the scope of the collection and do not require special storage and preservation needs.

Materials that do not fit within our collecting policy will be referred to local historical societies.

The library reserves the right to decline gift offers.

Once a donation has been made, the library reserves the right to decide how the donated item 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 may be scanned and placed on the Internet for viewing, may be moved to another location within the library, and may be withdrawn from the collection if deemed no longer appropriate to the collection.

Items that will not be accepted:

- Unidentified photographs
- Photographs in magnetic sleeve photo albums
- Duplicate materials, unless in better condition than those currently in the collection, i.e. periodicals
- Formats that are obsolete or that require transfer to up-to-date format to facilitate access. Examples include (but are not limited to) VHS tape, 8 mm film, and floppy disks
- Government records, such as meeting minutes
- Items that have restrictions on use
- Items that are in poor physical condition

Access:

The Local History Collection, although stored in various parts of the library, is accessible to the public by request. Staff will retrieve those materials; fill out a use form and hold ID while the materials are used. Library staff may refuse to allow photocopying of rare or fragile materials.

The Local History Collection reference and non-circulating materials are housed in a separate area of the library on the Local History collection shelves and in adjacent file cabinets and map case. Other materials are stored in archival quality storage boxes. Some local history materials are stored in staff areas. Exhibits of Local History will be displayed in the Local History Center and two display cases.

Local History materials do not circulate.

Preservation and Maintenance:

Local History materials, when appropriate, will be preserved in acid-free folders, enclosures, and containers. The collection will be maintained in a clean, safe, and secure environment.

Discarding Materials:

The Livingston Free Library reserves the right to withdraw materials that do not fit within the scope of the Local History Collection. Withdrawn items may be returned to donors, offered to other depositories, or discarded.

Approved and amended 9/11/2021
James Benton, Trustee