



Local History Collection Development Policy

Approved by the Joint Board of Library Trustees June 13, 2024.

Mission:

The purpose of the local history collection is to preserve materials that document the history of Hamilton and Wenham and, to a lesser degree, directly neighboring communities in Essex County. These materials are to be made available to researchers and the general public. The Library also holds these materials in trust for future generations and therefore provides access to them only under safe and secure conditions.

Scope:

The focus of the collection includes materials about the histories of Hamilton and Wenham and, to a lesser extent, material about the surrounding geographical area in order to establish the towns within their historical context. Emphasis is given to the acquisition of those materials which will contribute to a knowledge of the region's social, civic, religious, economic, and cultural life, past and present.

The collection includes materials about the Hamilton Public Library, the Wenham Public Library, the Hamilton-Wenham Public Library as well as town annual reports, Hamilton-Wenham Regional High School yearbooks, lists of residents, maps, and genealogical information.

The collection emphasizes material of significant local and historical value and includes materials by and about the people of Hamilton and Wenham in a variety of formats including, but not limited to: books, pamphlets, maps, photographs, audio and video recordings, newspapers, and directories. The collection does not generally house materials in the following formats: three dimensional artifacts.

Selection Criteria:

The following will be considered when selecting items for inclusion in the Local History collection:

- Relevance to the history of Hamilton and/or Wenham and their surrounding areas
- Available space to house the materials
- Non-duplication of materials in the collection
- Authenticity and completeness of the record/item
- Quality of the physical format
- Ease of use for patrons
- Ability to store, display, or otherwise care for the item properly
- Cost to preserve, store, and process materials
- Security requirements to store, display, or handle materials
- Lack of use restrictions by donor

Gifts and Donations:

All donations must undergo a review by the Library Director or a designated staff member. The Library reserves the right to refuse any donation that does not meet the collection's selection

criteria. If the cost of repairing and preserving an item exceeds the financial resources of the Library, the Library reserves the right to refuse the donation. The Library will not accept material that shows damage from mold, mildew, water, insects, smoke, or dirt as such material can harm other items in the collection.

Donations that meet the selection criteria will be accepted provided that there is a signed Deed of Gift form that legally transfers ownership of the materials (and copyright if appropriate) to the Hamilton-Wenham Public Library, and the donor does not require excessive restrictions on use. Any local history donation will be considered unrestricted property of the Library and the Library reserves the right to withdraw any material that does not meet the collection's selection criteria.

The appraisal of a gift to the Library for tax purposes is the responsibility of the donor and must be completed before donation. If a receipt is needed for tax purposes, the Library will provide one. However, a dollar value cannot be assigned.

Access:

The local history collection is available for public use during normal Library hours. Every effort is made to make the collection as accessible as possible. Irreplaceable, fragile, or valuable materials in the collection are non-circulating and must be viewed inside the Library. If research assistance is needed, patrons are asked to schedule an appointment in advance to ensure adequate staffing is available.

When using items from the local history collection, patrons will be asked to provide a photo ID or other equivalent item to staff that can be retrieved when they are finished. Staff will keep an inventory of items used and check them in when the patron is finished in order to receive their ID/item back.

Special care should be taken when handling materials within the local history collection, particularly those that are especially fragile. Upon request, patrons may ask library staff to use a copier or scanner, but staff may restrict the reproduction of fragile materials. Patrons should also be aware that some of the items in the local history collection are still under copyright. Patrons must comply with Title 17 and the provisions of Section 108 of the US Code that are applicable to libraries and archives. Materials may not be published, distributed online, or given to another institution without written permission from the Library and any relevant copyright holder.

Deaccession:

The Library Director and designated staff members will periodically review the collection. Materials may be removed if they lack provenance and authenticity, are no longer appropriate in the scope of the collection, or if they are found to violate copyright laws. Other determining factors may include physical condition, duplicate copies, or the availability of digitized copies at other institutions.

Materials selected for removal will be discarded according to best practices. This may include transferring a withdrawn item to another institution, returning it to its donor, donating it to the Friends of the Library, adding it to the circulating collection, selling it, or discarding it.

Hamilton-Wenham Public Library
Local History Collection Donation Agreement and Deed of Gift

Name of Donor: _____

Address: _____

Phone: _____ Email: _____

Title of Materials: _____

Description: _____

Date Materials Received at HWPL: _____

Staff Member at Intake: _____

I certify that I am the owner of the materials described above, and I voluntarily give them to the Hamilton-Wenham Public Library as a donation. It is understood that the materials donated shall become the unrestricted property of the Hamilton-Wenham Public Library. If applicable, I understand that this agreement serves as a transfer of copyright to the Hamilton-Wenham Public Library. I understand that the location, retention, cataloging, and preservation of the materials are at the sole discretion of the Hamilton-Wenham Public Library. I am making this gift knowing that it will be administered according to the Local History Collection Development Policy, which may lead to its withdrawal at any time.

The donated items shall be preserved, organized, and made available for education and research in accordance with the aims of the Hamilton-Wenham Public Library. At the discretion of the Library the donated item(s), in whole or in part, may be reformatted for preservation and/or access purposes, including but not limited to being transferred to digital formats for use by any digital means in support of education and research.

By signing this form, I acknowledge that I have read the Local History Collection Development Policy, understand its terms, and consent to the terms of this donation agreement.

Donor Signature: _____ Date: _____

The Local History Collection gratefully acknowledges receipt of the above described item(s).

Library Representatives Printed Name: _____

Title: _____

Signature: _____ Date: _____