



## **History Room Collection Development Policy**

### **Purpose and Scope of the Local History Collection**

The mission statement of the Eager Free Public Library, adopted in 2014, is an affirmation of the library's purpose and is the main guiding force in the development of the library's collection.

The mission: the Eager Free Public Library opens doors for curious minds by encouraging literacy, inspiring learning, and connecting people. To accomplish this mission the library has selected the following roles for itself:

- Create Young Readers
- Stimulate Imagination and Satisfy Curiosity
- Portal to the Digital World

This History Room Collection Development Policy is used to select, maintain, and weed materials and also to serve to acquaint the general public with the principles of collection development. The ultimate responsibility for collection development, as with all library activities, rests with the Library Director, who operates within the framework of policies determined by the Library Board.

The purpose of the local history collection is to preserve materials that document the history of Evansville and the surrounding communities in Rock County and to make these materials available to researchers and the general public. These materials can be examined in the local history room only.

The major focus of the collection is current and historical information about the city of Evansville and the surrounding communities of Rock County. Subject areas include: early settlers, families, businesses, homes, and prominent individuals and events. Materials on these subjects will not be declined based on being written in a foreign language.

The collection holds material in a variety of formats including, but not limited to, books, pamphlets, diaries, letters, maps, photographs, newspapers, and scrapbooks. The collection does not hold materials in the following formats: three dimensional artifacts, original government records, or electronic records.

**Gifts and Loans**

Donations will be accepted provided that (1) there is a signed Deed of Gift form that legally transfers ownership of the materials to the Eager Free Public Library, and (2) the donor does not require excessive restrictions on use. We will not accept duplicates or items in poor condition. Items will not be accepted as a loan. The only exception is the temporary deposit of items for an exhibition. Under special circumstances, items from the Eager Free Public Library may be loaned to other institutions for exhibition.

**Discarding Materials**

The Eager Free Public Library reserves the right to dispose of materials inappropriate to our collections. Options include returning materials to donors, selling the items, and offering collections to other institutions.

**Cooperative Agreements**

Occasionally, the Eager Free Public Library enters into cooperative arrangements with other organizations in order to preserve historical materials and/or make them more widely available.

Approved and adopted by the Eager Free Public Library Board of Trustees on September 26, 2017.