

# BALDWINSVILLE PUBLIC LIBRARY

www.bville.lib.ny.us

## LOCAL HISTORY

### A. DEFINITION

Local history materials include historical documents and records dealing with the Village of Baldwinsville and the Towns of Lysander, Van Buren and Clay and books written by local authors.

### B. ACQUISITIONS

The library is proactive in acquiring materials for the local history collection through donations and purchases. The library also welcomes unsolicited donations that fit within the definition in Section XIII.

Three-dimensional materials are not normally acquired for the local history collection. However, exceptions may be made in extraordinary circumstances at the discretion of the library staff.

Anyone donating materials to the collection must complete and sign a *Deed of Gift* form (sample following this section).

From time to time it may be appropriate for the library to accept materials on loan. In such cases an *Acknowledgement of Loan* (sample following this section) form must be completed and signed by the owner of the items.

The local history collection includes the back issues of Baldwinsville newspapers either on microfilm or as paper copies of current issues. Microfilming is done on an annual basis. The library and the publisher of the paper equally share the cost of microfilming the Baldwinsville Messenger. Once the positive copies of the microfilm have been received and checked, the negatives are forwarded to the New York State Library archival storage.

### C. STORAGE

All local history materials are stored according to archival standards and are housed together in a secure location.

### D. WEEDING

The determining factors in the decision to deaccession local history materials will be staff expertise in judging the value of the material to the collection and limitations of space in the library.

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The library staff will not remove materials from the local history collection without consultation with the historians from the Village of Baldwinsville and the Towns of Lysander, Van Buren, and Clay.

E. COOPERATION WITH OTHER AGENCIES

The library will maintain a working relationship with other agencies (e.g., town and village historians, museums, libraries) that retain historical materials related to the Village of Baldwinsville and the Towns of Lysander, Van Buren and Clay. Such cooperation will include, but is not limited to, referring patrons consulting on reference questions, grant writing, creating publications, and joint acquisitions.

F. USAGE

1. Local history materials DO NOT CIRCULATE.
2. Patrons must sign in to use the collection.
3. All materials must be used in the local history room and the door must remain closed for purposes of security and climate control.
4. Food, drink, and smoking are not allowed in the local history room.
5. All materials must be handled with special care:
  - a. Clean hands are essential. Dirt and oils from hands cause permanent stains on paper and attract more dirt.
  - b. Nothing (including notebooks, books and elbows) is to be placed on top of the local history materials.
  - c. Books must be removed from the shelf by grasping them in the middle of the spine. Pulling from the top does permanent damage to book spines.
  - d. Books should never be laid face down. This causes damage to spines.
  - e. Writing or marking in books is prohibited. It damages the book and is a discourtesy to other readers.
  - f. Ink is not allowed in the local history room since it is especially destructive to records and documents. For note taking, pencils and separate paper must be used.
  - g. Bookmarks must be used as place markers. Bending page corners weakens paper. Using pencils or other objects to mark a place stresses the spine. Paperclips leave rust stains and can tear pages.
6. Purses, briefcases, and other bags must be placed under the table.
7. Coats and jackets are not allowed in the local history room; there is a coat rack on the wall outside of the room.
8. Damaged materials should be brought to the attention of the library staff so that they can be mended.

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9. Photocopies can be made of some materials. Requests for photocopies can be made at the reference desk. It may not always be possible to provide the copies immediately, in which case they can be picked up at a later time or arrangements can be made to have them mailed.
10. Reproductions of images from the local history collection are available except in cases where such action is deemed to be detrimental to the image or there are copyright restrictions (sample form attached). For available material, a reproduction fee and a usage fee will be assessed (sample form attached).

Revised 4/14/82

Revised 6/14/06

Board of Trustees, Baldwinsville Public Library