



Melrose Public Library

Local History

Collection Development Policy

Mission Statement

The purpose of the local history collection is to preserve materials that document the history of Melrose and, to a lesser degree, directly neighboring communities and to make these materials available to researchers and the general public. The library holds these materials in trust for future generations, and therefore they can be examined in the local history room only.

Scope

The major emphasis of the collection is historical and current information about Melrose and its citizens, and materials about the surrounding communities as they pertain to the history and development of the city. The collection includes materials about the Melrose Public Library and City of Melrose, town/city annual reports, Melrose High School Yearbooks, List of Persons, maps, and genealogical information.

The collection emphasizes material of significant local and historical value and includes materials by and about the people of Melrose in a variety of formats including, but not limited to: books, pamphlets, posters, diaries, letters, maps, photographs, scrapbooks, and ephemera. The collection does not generally house materials in the following formats: three dimensional artifacts or original government records.

Selection criteria

The library welcomes donations to its Local History Collection. Consideration for inclusion will be based on the overall merit of the material and its usefulness in understanding Melrose history. Staff, space and budget limitations are considerations when adding new materials. Materials that fall beyond the scope of the collection, need repair costing more than their intellectual value, or require special shelving or storage because of a unique format will not be collected. All materials must be free of dirt, mold, moisture, and pests, and must be in good or repairable condition.

Gifts

Donations will be accepted provided that there is a signed Deed of Gift form that legally transfers ownership of the materials to Melrose Public Library, and the donor does not require excessive restrictions on use. Items will not be accepted on deposit except by separate signed agreement that is approved by the Board of Trustees. The only exception is the temporary loan of items for exhibition.

Local authors must demonstrate a strong tie to Melrose to be included in the local history collection. Self-published books by local authors are generally not included.



The library reserves the right to decline gift offers. Gifts which are out of scope or which require more resources to preserve and make available than the library can provide will not be accepted.

Discarding Materials

The library reserves the right to deaccession materials no longer appropriate to the collection. Options include offering materials to another institution, donating to the Friends of the Library, adding to the circulating collection, selling items or discarding.

Access

The Local History Collection is available to researchers and the general public during regular library hours. Due to the valuable nature of this collection, certain restrictions are in place to protect the future viability of rare and/or fragile materials. Copying/scanning is generally allowed. No material may be taken out of the room. Detailed research assistance is not available.

Exceptions

The Board of Trustees or the Library Director has the authority to make exceptions to this policy when benefiting the library and community.

Approved by the Library Board of Trustees
September 15, 2015
Edward W. Waystack III, Chairman