

Carlock Public Library District Local History Collection Policy

Carlock Public Library District	
Policy Title	Local History Collection Policy
Draft or Final	FINAL
Date Created	January 2025
Date Reviewed/Approved	1/31/25: Policy Committee; 2/18/25: Board of Trustees

Summary

Local history resources develop knowledge and understanding and protect the memory of a community. Curating unique historical records that document the past is an important service of a public library.

The Carlock Public Library District serves the residents of Dry Grove, Kansas, and White Oak Townships through a well-organized and balanced collection documenting the area's history.

The goal of the local history collection is to provide a range of two-dimensional materials that contribute to the knowledge of the social, civic, religious, economic, and cultural life of citizens within our library district. Three-dimensional artifacts will not be added to the collection unless, in rare instances, they are deemed appropriate to the collection and can be properly housed and displayed.

Selection Criteria

The library director or designated library staff member will use the following criteria to select items for inclusion in the local history collection:

- Relevance to the history of the communities served by the library
- Authenticity and completeness of the material
- Quality and condition of the material
- Non-duplication of material within the collection
- Available space and resources required to house and care for materials
- Cost required to store, preserve, and care for materials
- Ease of use for patrons
- Security requirements

Preference will be given to materials that can be used to:

- Share the stories of those who've lived and worked in Dry Grove, Kansas, and White Oak townships.
- Assist researchers in tracing their family backgrounds or learning about individual residents of the past.
- Understand historical structures, laws, culture, and industry within the areas served by the library.

Donations

The Carlock Public Library District welcomes donations that enhance the mission of the local history collection and meet the selection criteria. All materials donated become the sole property of the Carlock Public Library District. The transfer of ownership will be recorded through a donation form completed by both the donor and library staff. The donation form documents the donation of property and transfer of copyright (if applicable) to the library. It also includes a complete description of the donated item and information regarding past ownership or known history of that item.

The library reserves the right to determine how the donated material 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 or other public platform, may be moved from the local history collection to other sections of the library, may be transferred to another organization, or may be sold or disposed of at the library's discretion.

The library may refuse an offered gift. For example, the library may decide not to accept items which show damage from mold, mildew, water, insects, smoke, or dirt. Mold, insects and the smell of smoke can quickly migrate to and damage other materials in the library. The library may also decide not to accept items which it cannot properly store, display, or otherwise care for.

The library will provide a Donation Receipt Acknowledgment form on request, but cannot assign value to or provide appraisals for non-monetary donations. Donors should consult a tax advisor or attorney to determine the value of the donated material. Appraisals are the responsibility of the donor and must be conducted before transferring ownership of materials to the library.

Collection

The local history collection may include:

- Books, booklets, and binders
- Family histories
- Photographs
- Cemetery records
- Plat maps
- Brochures and pamphlets
- Business records

Other two-dimensional items which meet the selection criteria may also be included in the collection.

Most items within the local history collection will not circulate outside the library. Members of the public may view materials during regular library hours. To protect fragile or irreplaceable items, library staff may be required to assist patrons with viewing or handling these items. Reproduction of materials (via photography or photocopying) is allowed; copyright laws must be followed. The library is not responsible for copyright infringement by a member of the public.

**Carlock Public Library District
History Collection Donation Form**

Thank you for your donation to the Carlock Public Library District. We aim to use all donations to expand and deepen the local history collection. However, with limited space and funds, we are not able to accept all offered donations. If we are not able to accept your donation, we will attempt to help you find another organization who can use and preserve it. Once we accept a donation, all gifts are irrevocable and the library has sole discretion on the use or disposal of donated items. The library will not accept items with restrictions or conditions, and donors may not receive public acknowledgment of all donations.

DONOR INFORMATION

Name of Donor: _____

Address: _____

Telephone: _____

Email: _____

DONATION INFORMATION

Description of item(s): _____

What can you tell us about its history? _____

SIGNATURES

The Carlock Public Library District accepts the gift(s) described above.

Signature of Library Representative _____

Signature of Donor/Donors _____

Date of Donation _____