

Solomon Wright Public Library

LOCAL HISTORY & GENEALOGY COLLECTION POLICY

About the Collection

The Solomon Wright Public Library collects, organizes, preserves, and provides access to sources that document the history of Pownal, VT and its inhabitants, government, environment, businesses, institutions, and organizations. The aim of this collection is to provide resources for town residents and researchers to explore the personal, historical, and cultural heritage of Pownal and its environs in meaningful and creative ways.

Responsibility for the Collection

The Solomon Wright Public Library Board of Trustees will maintain a Local History and Genealogy Collection Subcommittee, which will consist of a minimum of one Trustee, one Pownal Historical Society representative, and one library staff member. The Local History and Genealogy Collection Subcommittee will be responsible for evaluating, acquiring, and maintaining the collection, as well as keeping a complete inventory of materials in the collection and records of donations, and recommending policy and deaccessions to the Board of Trustees. In order to further assist library patrons in finding relevant resources, the Local History and Genealogy Collection Subcommittee will also strive to keep current contact information on file for other area historical and genealogical societies and the Bennington Museum.

Collection Topics

The emphasis of the Local History and Genealogy Collection is on documenting Pownal's government, settlement, industry, commerce, education, recreation, and historically significant individuals, as well as the history of its civic, religious, cultural, and social organizations. The collection supports activities related to historical and genealogical research, exhibits, community outreach, organizational events, and publications, among others. Genealogical materials help researchers trace their family backgrounds and/or aid in researching the history of individual town residents are also collected.

Primary Areas of Collecting

Primary areas of collecting include, but are not necessarily limited to, the following:

- Materials that record the history, development, and the current state of affairs of the Town of Pownal. Images of Pownal sites and individual residents are an important part of this collection.
- Personal records and other materials that record the history, experiences, and ancestry of Pownal individuals and families.
- Records that chronicle the history of Pownal organizations and institutions.
- Materials that record the social and cultural heritage of past and present ethnic, immigrant, and religious groups in the community.
- Materials that contribute to a better understanding of the area's geography, demographics, and architecture.
- Materials that record and provide context for understanding the lives of historically significant figures associated with the Town of Pownal.
- Materials that provide instruction in the practice of genealogy, local history, preservation, oral history, and similar topics.

Acquisitions from any time period and in any language may be considered. The geographic scope of the collection focuses specifically on Pownal and its environs.

Preferred Formats

Formats collected may include, but are not necessarily limited to, the following:

- Atlases
- Audio recordings
- Books
- Brochures
- Census records
- City & county histories
- Digital files
- Government documents
- Institutional or organizational records
- Lithic artifacts
- Maps
- Newspapers
- Organizational directories
- Paintings

- Pamphlets
- Periodicals & journals
- Personal letters, memoirs, diaries, account books, & financial records
- Photographs
- Serials
- Town directories
- Video recordings

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. In most cases, the Pownal Historical Society may be a more appropriate destination for such items.

Selection Criteria

- Relevance to the local history
- Available space to house the materials
- Non-duplication of material within the collection
- Authenticity & completeness of record
- Quality of the physical form of material
- Ease of use for patrons
- Ability to store, display, or otherwise care for the item properly
- Cost to preserve, store, and process
- Security requirements to store and/or display
- Lack of restrictions by donor

Donations / Deed of Gift

The Library welcomes donations to its Local History and Genealogy Collection. Each donation to the collection will be recorded in a donor file that will contain a copy of the Deed of Gift and all correspondence and memoranda relating to the transaction. (Materials acquired prior to September 2021 may not have any donor records.)

All donors must complete a Deed of Gift Form in order to establish the transfer of ownership of donated materials (and copyright, if appropriate) to the Library. The transfer to the Library of the copyright owned by donors in individual items makes it easier for the Library and its users to use the items in unique and creative ways. Once the Deed of Gift is signed by the donor, the donated material becomes the unrestricted property of the Library.

The Library reserves the right to refuse an offered 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. The Library may also refuse a donation based on the Selection Criteria.

The Library reserves the right to decide how the donated material will be displayed or stored, how the material may be used by the public, and how long the material will be retained.

Donated materials may be scanned and placed on the Internet for viewing or otherwise reformatted. They may also be moved from the Local History and Genealogy Collection to other sections of the library, sold, transferred to another library, or discarded.

The Library will not, and cannot, conduct any monetary appraisals for donors nor give tax advice. If donors plan to take a tax deduction for their donations, they should consult a tax accountant or attorney. Any monetary appraisals are the responsibility of the donor and should be conducted before transferring materials to the Library.

Accessibility

The Local History and Genealogy Collection is mainly housed in the Lucy Room, which is open for public use during normal Library hours. Every effort is made to make the collection as accessible to the public as possible, but due to the nature of this collection, many materials are non-circulating and must be used only inside the Lucy Room. Users of the collection must consult with library staff before removing items from the Lucy Room for any reason. Irreplaceable, fragile, or valuable materials may be locked away in order to ensure their long-term future use, but these materials can easily be accessed in some cases online or through the help of a librarian.

Reappraisal & Deaccession

From time to time, the Local History and Genealogy Collection will be reappraised, and the deaccession of some materials may take place. Items will be deaccessioned only by a majority vote of the Solomon Wright Public Library Board of Trustees following a recommendation by the Local History and Genealogy Collection Subcommittee. The Library will offer the deaccessioned materials to other institutions if appropriate, sell the items, or discard them.

POLICY ADOPTED ON: **October 4, 2021**

Signature of Donor:

Date:

Name of Library Representative:

Signature of Library Representative:

Date:

Donor's Name:

Address:

Phone:

Email:
