



Community History Collection Development Policy

Purpose and Scope of the Community History Collection

The purpose of the Community History Collection is to identify, preserve, and make available for research materials of enduring value related to Aurora, Illinois. While the focus of the Community History Collection is materials documenting the history of Aurora, selected materials more generally about the Fox Valley, Kane County, and the State of Illinois will be included provided that they help set Aurora within a historical context. Genealogies and family histories will be collected only for families with a substantial connection to Aurora. Informed by the Library's commitment to Equity, Diversity, and Inclusion, APLD will take special care to include the Aurora voices, communities, histories, and perspectives that have been historically diminished, marginalized and/or underrepresented in institutional archives.

The Collection houses materials in a variety of formats including, but not limited to, books, newspapers on microfilm, directories, yearbooks, maps, atlases, photographs, pamphlets, slides, digital files, and select audiovisual materials when proper storage and playback ability are available. Items not collected include duplicates, items that fall beyond the scope of the collection, items in poor condition or requiring conservation, and items with restrictions on use. Artifacts will generally not be considered due to storage constraints.

The Aurora Public Library District wishes to work cooperatively with historical societies and local community groups to gather and preserve the history of the region without duplication or competition.

Preservation and Access

Preservation of library materials is an integral part of the development of the collection. Items in the Community History Collection, excluding duplicates, will be stored in the Community History Center, located in a temperature and humidity-controlled room in the Richard and Gina Santori Library in downtown Aurora. The Community History Center is open and available during regular library hours. The library holds these materials in trust for future generations; therefore, materials do not circulate and must be viewed in the

Community History Center only. Duplicate copies of some items can be found in the circulating collection.

Digital Preservation

Digital preservation covers digitized and born-digital materials within the Community History Collection. Digital materials will be added to the collection in accordance with the purpose and scope of this policy. Preservation strategies will address evolving capabilities, standards, and best practices, and will ensure the authenticity and integrity of the content. In order to maintain and improve the quality of the digital collection, items may be periodically withdrawn.

Purchases, Gifts, and Loans

Materials may be added by gift, purchase, or any other transaction by which title passes to the Library. Donations will be accepted provided that (a) there is a signed Gift Agreement form that legally transfers ownership of the materials to the Aurora Public Library District, and (b) the donor does not require restrictions on use. Staff, space, and budget limitations will be considered when adding new materials. Items will not be accepted on deposit except by separate signed agreement. Under special circumstances, items from the Aurora Public Library District will be loaned to other institutions for exhibition.

Discarding Materials

In order to maintain the quality of the collection, materials may be deaccessioned due to irrelevance, space considerations, duplication (including digital duplication), or condition. Items may be returned to donors, sold, discarded, or offered to other institutions.

Approved by the Aurora Public Library District Board of Library Trustees
August 23, 2023.