

Public Service Policy

Section 2: Materials Selection

Local Authors

The library celebrates the work of local authors, and strives to highlight the work of local authors by adding their material to the collection for circulation.

In order for an item to be added to the Local Author Collection:

- The author must reside in Ross County or a surrounding county, or the work must be based in part in the region.
- The library will only accept or purchase physical formats in new condition.
- To maintain the integrity of the collection, the material must be bound and formatted in a way that enables circulation, ease of use, and durability.
- The library will limit the number of titles added to the collection by a single author to five in a one-year period.
- Items with a local author designation will be held to the same standards as the rest of the collection per the Collection Maintenance policy.
- Once a donation is received, it becomes the library's property, and the library reserves the right to exclude any book found to be inappropriate for the collection for any reason.

Local History & Genealogy

The library collects, organizes, preserves, and provides access to sources that document the history and culture of Chillicothe and Ross County, Ohio. Materials are located in the Local History & Genealogy Room of the Main Library on Paint Street. The collection mainly serves the general public, but also supports the research activities of scholars, professionals, and students of all ages.

The library may accept donations of local history and genealogical materials that would benefit the collection.

Selection Criteria:

- Relevance to the history of Chillicothe, Ross County, and surrounding areas.
- Suitability of the subject to the CRCPL Local History & Genealogy collection.
- Available space to house the materials.
- Non-duplication of material within the collection.
- Authenticity and completeness of record.
- Quality and condition 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.

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 Criteria for Selection.