

HIGHLAND PARK PUBLIC LIBRARY

Policy 206

Archives and Local History Collections Policy

Purpose: To state the Highland Park Public Library (“the Library”) policy regarding access and use of the historical reference collection, archives, and local history files.

General Policy

1. Introduction

The Library curates and makes available for research archival and local history collections that document the cultural heritage of the community.

2. Historical Reference collection

- a. The Historical Reference collection is located in locked cases in the Adult Services Room. It consists of rare books and bound titles of local or regional history.
- b. Items from the Historical Reference collection are non-circulating and are retrieved by Library staff for researcher use in the Adult Services Room.
- c. Researchers must provide a photo identification or a Highland Park resident library card to receive up to five (5) items at a time.
- d. Unless prohibited by copyright provisions, items may be photographed, photocopied, or scanned by researchers using Library or approved personal equipment in the Adult Services Room.

3. Archives and Local History Files

- a. The Archives and Local History files are located in the Jesse Lowe Smith Historical Room of the Library. They consist of original documents, correspondence, manuscripts, notebooks, diaries, scrapbooks, program booklets, newspapers, photographs, glass negatives, and similar rare and unique materials of local or regional history.
- b. In order to preserve materials in the Archives and Local History files and protect the integrity of the collections, access to the Jesse Lowe Smith Historical Room is not available to researchers. Library staff will retrieve materials and supervise their use with researchers. Information contained in fragile materials may be transcribed by Library staff if it is not otherwise available. Researchers may not reproduce Archives or Local History file materials except with the approval of Library staff and upon completion of the Reproduction Agreement Form [Form 206].
- c. The Library reserves the right to restrict the quantity of materials copied. Requests to reproduce entire collections will be denied. The Library

reserves the right to deny reproduction requests if it is determined that copying may damage the materials or if copying is prohibited by other restrictions.

- d. Digital images of Archives and Local History file materials from the Library's website may be reproduced.
 - e. Materials used for commercial purposes, publication, media production, or public exhibit must be credited: Courtesy of the Highland Park Public Library.
4. Research and Reproduction Fees*
- a. Local History Research
 - b. Library staff answer brief questions and assist researchers to locate and use Library resources as general reference service. This service is available free of charge. Researchers are encouraged to contact the Library in advance for access to materials from the Jesse Lowe Smith Historical Room.
 - c. Obituary Research
The Library maintains an obituary index for the local Highland Park newspapers. This index is available in print in the Library or online from the Library's website. The Library will send scans via email of up to six (6) obituary notices printed in a local newspaper per month.
 - d. Reproduction of Archive Materials
Requestors must complete the Archive Reproduction & Local History Collections Agreement Form [Form 206]. All fees are non-refundable and require pre-payment. Please allow up to five (5) working days, from date of approval, for your reproduction request to be completed.

Photocopies	50 cents each (b/w or color)
Scanned Image	\$10.00 per scan, 300 dpi, jpeg, 3000 pixels in long dimension maximum, transmitted via email

* Fees are subject to change.

Adopted April 2011

Reviewed and revised December 18, 2024