

## **LOCAL HISTORY/SPECIAL COLLECTION POLICY**

The objective of the Alexandria Library Local History/Special Collections is to acquire and make available to the public materials relating to the history and genealogy of Alexandria, and the Commonwealth of Virginia. The library will also acquire materials relating to the District of Columbia, Maryland, and the states of the old confederacy to a limited extent.

The collection will consist of books, maps, pictures, ephemera, photographs, microformat publications, manuscripts, oral history, periodicals, newspapers, and multimedia and electronic media materials, covering the recorded history of the areas listed above.

The Local History/Special Collections Division adheres to the policy of the Alexandria Library regarding donations of materials.

Materials in the collection which do not meet the selection criteria may be declared surplus to the needs of the Library and disposed of as the Library Director shall decide. Every effort will be made to transfer surplus materials to the other libraries where they may be used effectively to serve the public. With the approval of the Director, surplus materials may be exchanged with other institutions for needed additions to the collection. No member of the Library may acquire material declared surplus to the Library collection. If an item from the collection is sold, the money received must be deposited to funds to build the collection.

A record shall be kept of rare items purchased or materials acquired as gifts in accordance with the Records and Retention Disposal Schedule.

At the discretion of the Director and/or the Alexandria Library Board, materials may be accepted on long term loan provided they are to be made available to the public on the same terms as other library materials.

Insurance coverage of materials on loan is the responsibility of the person placing the material in the library. If the exhibitor wishes to arrange for library coverage, it may be done.

*Reviewed 1/05*