

## HIGHLAND PARK PUBLIC LIBRARY

Policy 206

### Archives and Local History Collections Policy

**Purpose** To state the Library's policy regarding access and use of its archives and local history files.

#### 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 Historical Reference collection

- a. The Historical Reference collection is located in locked cases in the Adult Services Room.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- b. Items from the Historical Reference collection are non-circulating and are retrieved by Library staff for researcher use in the Adult Services Room.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 606].
- 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 by the Library from its website may be reproduced.
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