



Collection Policy for Local History Room and Archives Center The New Rochelle Public Library

Mission

The New Rochelle Public Library (NRPL) collects, organizes, preserves and provides access to a non-circulating collection of primary and secondary sources that document the history of the City of New Rochelle, its inhabitants, government, environment, businesses, institutions and organizations. The collection of new materials by donations from individuals and organizations enables the Library to add value to existing collections.

Collection Statement

The collections include, but are not limited to, published books, photographs, government documents or facsimiles, maps, manuscripts, pamphlets, newspapers, serials, audio-visual materials, institutional or organization records, personal papers, electronic records, scrapbooks and other historical materials that relate to New Rochelle. The collections are housed in the E. L. Doctorow Local History Room and Archives Center. The Local History Room is accessible to the public, however patrons aged 18 years and younger must be accompanied by an adult.

Selection Criteria

The Library follows these criteria to select donations appropriate for local history collections:

- Relevance to New Rochelle
- Authenticity of record
- Suitability of the subject to the local history collection
- Non-duplication of material within the collection, or with other area archives
- Quality and integrity of material
- Cost to preserve, store and process
- Security requirements to store and/or display
- Restrictions by the donor

Donated items may be accepted in any format, including manuscript, print, or digital. Photographs and documents may be removed from their frames at the discretion of the Library

if accepted into the collection. Three dimensional objects or artifacts will not be accepted by the Library unless they can be properly housed and are deemed appropriate to the collection. The Library reserves the right to decline an offered donation. The Library will not accept material that can harm other material in the collection, such as anything that shows damage or infestation from mold, mildew, water, insects, smoke, or dirt. The Library reserves the right to decline donations which it cannot properly store, display, or otherwise care for.

Additions to the Collection and Deed of Gift

Because history is created daily, materials that meet the selection criteria and add value to the collections of the Local History Room and Archives Center and will be accepted by the library, by appointment with the Library's Archivist or Local History Librarian.

In order to establish the transfer of ownership, the Library requires a deed of gift to be completed by the donor and the Local History Librarian or Archivist.

The deed of gift documents the donation of property and transfer of copyright (if applicable) to the Library, and is signed by the donor. It also includes a complete description of the donated items and information regarding past ownership. The deed of gift establishes conditions (if any) governing the transfer of the title from the donor to the Library. Once the deed of gift is signed by the donor, the donated item becomes the property of the Library.

The Library will accept material with access-limiting restrictions only when the restrictions are reasonable and necessary to protect the legitimate rights and interests of the donor. Such restrictions will be recorded on the deed of gift and will specify a date when full access will be granted.

The Library reserves the right to decide how the donated material will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the local history collection (especially photographs and negatives) may be scanned and placed on the Internet for viewing, may be moved from the local history collection to other sections of the library, may be sold, or may be transferred to another library.

Reappraisal and Deaccession

From time to time, the Local History Collections will be reappraised and the deaccession of obsolete materials may take place. Materials are eligible for deaccession if one or more of the following conditions are met:

- Do not conform to the collection policy.
- Damaged or deteriorated to a degree to be unusable or harmful to other items in the collections
- Have seldom or never been requested for research
- Are duplicated in other readily accessible collections

The Library may offer deaccessioned materials to appropriate institutions or return them to the donor if indicated on the donor's deed of gift.

Care of Collections

NRPL strives to organize, preserve, and provide access to its archival collections of original documents according to standard procedures and best practices. A finding aid (a description of a collection with a container list) will be prepared for each collection, which will be accessible to the public unless restrictions apply. Materials in each named collection are organized in their original order when possible and are stored placed in acid-free archival containers. The staff handling the Local History Room and Archives Center will follow the security practices and disaster planning set by the Library to protect collections from potential loss or damage.

Monetary Appraisals

The Library will not conduct any monetary appraisals for donors.

Adopted by the New Rochelle Public Library Board of Trustees on December 10, 2020.