

<b>Guernsey Memorial Library Policies</b>	<b>Local History Policy</b>
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## **Otis A. Thompson Local History Room Policies**

### **Local History Room Collection Policy**

The purpose of this collection is to bring together library materials and genealogies concerning Chenango County and to make them available for research. The Collection will also house rare and valuable materials that are published by a local publisher or content is on Chenango County or on a nearby county which are considered unsafe on the open shelves.

Gifts and donations are accepted if they are essential to our collection on Norwich and Chenango County. The Donor Agreement form should be completed giving the Local History Room ownership. Unaccepted gifts will be returned, sent to a more appropriate agency, or sold. Local organizations' records stored within the library are the property of the library and will be accessible to all users.

- **Primary Goal:** To obtain histories of Chenango County, local publication, vital statistics relating to Chenango County, genealogical sources for Chenango County, materials by and about Chenango County authors, Chenango County public records, family histories relating to Chenango County.
- **Secondary Goal:** To obtain histories of New York State, vital statistics relating to New York State, Central New York Genealogical Society publications, histories of New York State counties, and genealogical records of nearby counties.
- **Tertiary Goal:** To maintain historical works of significance for Chenango County research such as Records of the War of the Rebellion, History of the 114<sup>th</sup> Regiment, Annual Report of the Adjutant-General of the State of New York Civil War Infantry, World War II Military Records, Daughters' of the American Revolution publications.

**Preservation & Maintenance:** Special LED lighting is used to protect materials from Ultra-violet rays. Books, shelving and equipment will be cleaned on a regular basis. Materials will be repaired and replaced if possible. Materials may be protected and preserved by any of the following: locked cases and cabinets with restricted access; acid-free wrappers and boxes; restriction of lights from scanners, photocopiers, and filming equipment. All items will be cataloged. This collection shall be housed separately from the other library holdings and shall be used under the supervision of library staff. No loans shall be made unless approved by the Library Director.

### **Local History Room Research Policy**

The Guernsey Memorial Library Otis A. Thompson Local History Room will provide limited assistance for specific questions from materials in the Local History Room. Detailed information should be given, including dates, locations, names (with variant spellings.)

**In Person:** assistance provided as much as possible using available resources during Local History Room hours: Researchers can call to make special appointments if they cannot be accommodated during normal Local History Room hours. Appointments should be made at least three days in advance.

**Quick Research Questions:** requiring 5 or fewer minutes; library staff will check the most appropriate sources from standard resources. After the five minute limit; the request will be treated as a detailed research question.

**Detailed Research Questions:** requiring 30 or fewer minutes; library staff will check the most appropriate sources, up to 25 sheets of results will be sent.

**In-depth Research:** requiring more than 30 minutes of staff time; library staff will perform in-depth research using library collection only and will be done as time permits; library staff will not do research that is off-site. Researchers will be referred to other agencies or volunteers that do off-site research.

**Fees:** no fee for staff research time. Page charges will apply to mailed, emailed, or faxed research results. Photocopies \$.15 per page, Printouts \$.20 per page; Microfilm reader/printer printouts or scanned items \$.30 per page, faxes \$1.00 per page, with a \$1.00 minimum. Postage will be added to copy fee for mailed items over two ounces.

### **Local History Room Users Policy**

#### **Access**

All users must register. By registering, users agree to adhere to Local History Room User Agreement Policy and Procedures. Access is granted to persons age 12 and above. Children under the age of 12 years of age may enter the room to use materials when they are supervised by an adult.

#### **Security**

The library reserves the right to inspect all personal property when people leave the room. Smoking, food and drink are prohibited in the Local History Room. Bottled water may be brought in for those with medical conditions.

#### **Materials**

The Guernsey Memorial Library does not appraise books. The Library Director of the Guernsey Memorial Library reserves the right to give final approval of all material withdrawn or discarded from the Local History Room collection. Items withdrawn from the Local History collection may still remain as part of the library collection if deemed useful for the circulating collection upstairs.

#### **Copyright Law**

The copyright law of the United States (Title 17, United States Code) governs the reproduction, distribution, adaption, public performance, and public display of copyrighted material. The Guernsey Memorial Library neither grants nor denies permission to reproduce materials from its collection. An exception might be made in regards to the Glen Buell Photograph Collection. A request asking permission to publish from this collection, must be requested in writing and approved by Library Director.

The Library respectfully requests that you cite materials properly and acknowledge the Guernsey Memorial Library Otis A. Thompson Local History Room when you use our materials.

**Revision approved by Board:**

**Notes:**