

Local History Collection Policy 2022

Purpose and scope of the local history collection

The local history documents the history of the village of Dundee and the surrounding area included in the Dundee Central School District including Starkey, Barrington, Torrey, Rock Stream, Himrod, Tyrone, Wayne. The Woman's Study Club as part of the library history is a major part of the collection.

We recognize that we have a small space and that there are other repositories of historical records including Yates History Center (in Penn Yan), Dundee Historical Society, Penn Yan Public Library, Steuben County Historical Society (in Bath). Our goal is to have access to a small group of core materials such as *History and Directory of Yates County* by Cleveland (1873); books about people directly related to area towns; books about the history of towns in the school district. Historic maps will be kept along with other primary materials. Genealogical resources directly related to our area will be kept in the local history collection. Others may go in the general or reference collections. We acknowledge that there are other, larger libraries with extensive genealogy collections.

We acknowledge that local newspapers have been digitized (<https://nyshistoricnewspapers.org/> or put on microfilm at the NYS Library (<https://www.nysl.nysed.gov/nysnp/162.htm>) and the original newspapers are not part of the library collection.

The collection houses materials in a variety of formats including books, pamphlets, posters, diaries, letters, photographs and scrapbooks. School yearbooks are part of other collections and are not collected by the library.

Books by local authors will be part of the general collection and will not be part of the local history collection unless they address local history. Books and materials about other counties and towns of New York state will be part of the general collection.

The collection does not house three dimensional artifacts, original government records or electronic records.

Preserving Materials

The Dundee Library will work with other agencies and grants to preserve materials. Currently this would be by obtaining grants to digitize materials.

Purchases, Gifts and Loans

Purchases over \$500 must be approved by the Library Director and Board. Donations will be accepted as long as there is a signed Deed of Gift that legally transfers ownership of the materials to the Dundee Library and the owner doesn't require restrictions on the use. The Deed of Gift must be approved by the Library Board. Under special circumstances items may be loaned to other institutions for exhibition.

Discarding Materials

Dundee Library reserves the right to dispose of materials inappropriate to our collections. Options will include returning materials to donors, selling items or offering items to other institutions.

Cooperative Agreements

The Dundee Library enters into cooperative arrangements with other organizations to preserve historic materials and make them more widely available.

This policy will be reviewed every five years by the Board of the Library.

Adopted 8/9/22

Map of Dundee Central School District

