

Southborough Library

Local History Collection Development Policy

Mission

The mission of the local history collection is to preserve materials that document the history and heritage of Southborough and to make these materials available to the public. The collection may be developed in cooperation with local institutions, societies, and agencies in order to provide proper preservation of materials and appropriate services to patrons.

Priorities and Collection Scope

The collection will focus on printed items including books, pamphlets, diaries, postcards, maps, and photographs in original form and/or in microfilm, microfiche, or electronic format. Memorabilia, paintings, sculpture, and other types of material may be considered.

Information about Southborough and items unique to Southborough will be given priority and form the basis for acquisitions. The collection will include items on surrounding towns and counties and selected materials on the Commonwealth of Massachusetts.

Recognizing that library patrons seek information on their homes and families, the history of houses, churches, schools (including records and yearbooks), and all dwellings and land in Southborough are a high priority. The collection will include any surveys or studies commissioned or sponsored concerning land, buildings, resources, organizations, wildlife, or demographic information of interest to Southborough residents.

Information on inhabitants includes but is not limited to family genealogies, diaries, Native American records, and Southborough vital records that are not maintained by the Town Clerk. The library also keeps a copy of the Annual Town Meeting Warrant and Annual Town Report.

Acquisitions

The Southborough Library will work with civic groups and citizens to obtain materials that supplement our historical collection. Donations in good condition and falling within established guidelines will be accepted. Each gift requires a completed "Deed of Gift" form. Materials that need repair costing more than their intellectual value or require special shelving or storage because of a unique format will be evaluated on a case-by-case basis.

Access and Photocopying

The majority of the collection is open to patrons. It may be necessary for the library to limit access to certain materials and provide guidance for proper handling.

De-Accessioning

The Southborough Library reserves the right to remove at any time materials deemed unsuitable to the collection. Materials may be moved to the circulating collection, offered to another institution, sold, or discarded.

Approved by the Library Board of Trustees, September 15, 2015

