

PALOS HEIGHTS PUBLIC LIBRARY
LOCAL HISTORY COLLECTION POLICY

The Palos Heights Public Library believes the collection of local history material is an important service to the community. The local history room was included in the 2004 renovation/expansion of the Library. The purpose of the Local History Room is to collect, preserve and make accessible both primary and secondary materials related to the City and Library.

The aim is to provide and maintain the best possible collection to meet the historical information needs of the community and to promote a sense of place within the community.

The collection is available to all who wish to use its resources (original material may have some restrictions). Being a reference collection, items can not be borrowed unless special permission has been granted by the administrative librarian.

THE COLLECTION

Focus Areas

Materials collected relate to all past, current and future aspects of Palos Heights and especially the Palos Heights Public Library. Materials of Chicago and statewide historical interest are limited and should in some way relate to Palos Heights. With the exception of a few artifacts for use for display purposes, artifacts are not generally collected. Where material inappropriate to the collection is offered for acquisition, it will be referred to other collections if possible.

The Library encourages and welcomes gifts and donations which relate in a meaningful way directly to the history of Palos Heights. Materials accepted will pertain to organizations and groups related to Palos Heights. Examples include: the City; Palos Heights Fire Department; Palos Fire Department; Palos Township; Worth Township. Organizational archives must be historically significant and be limited to twelve inches of file space. Items will not be accepted if outside the scope of the collecting area, if impractical restrictions or conditions are required by the donor, if the Library is unable to house the type or quantity of material or if the items are not in acceptable condition. Acceptance of material is subject to the approval of the Administrative Librarian.

Selection Plan

The Library acquires materials in all formats through purchase, donation, photocopying or scanning (if permissible under copyright laws). Generally, single copies will be acquired unless heavy use is anticipated.

The Library will maintain a complete microfilm collection of the local newspaper *The Regional*.

No school yearbooks will be included.

The addition of a print item to the collection shall be determined by its relevancy to Palos Heights and if the budget allows. These will be catalogued. Other materials will be organized and indexed.

Retention and Weeding

Current items in the local history collection will be evaluated per this policy. Items weeded will be reviewed by the Administrative Librarian. Then all items initially kept will be retained permanently unless this policy is revised.

Development Plan

Through the use of volunteers, the collection will be organized and indexed. *The Regional* and other items will be digitized through the pursuit of digitization projects as funds are available. A line item for local history will be established in the Library's annual budget and will be a consideration in the Library's Long Range Plan.

THE ROOM

As the room is not currently staffed, it is kept locked. If a reference librarian deems a request is valid for use of the room, the room is unlocked and the patron must sign in on a log. The Library reserves the right to inspect papers and materials leaving the history room with any patron. Comprehensive procedures will be developed by the administrative librarian.

Adopted February 9, 2006

PROCEDURES

Donations:

Will be made by appointment or on a designated day to the Administrative Librarian.

Items accepted will not be on permanent display.

Upon request, a form letter stating the number of items donated to the Library can be provided. However, the Library will not provide an estimate or certification of value.

Volunteers:

Must be trained

Must commit to a regular schedule.

ADDENDUM TO THE LOCAL HISTORY POLICY

I hereby grant to Palos Heights Public Library and its authorized agents the following rights and permissions with respect to all materials originating from the oral history interview, including, without limitation, photographs, films, or voice recordings, transcriptions, and biographical information of me, or of materials owned by me (collectively hereinafter the "Materials"):

1. To use, reproduce, edit, publish, and re-publish the Materials for any educational purpose, including, without limitation, web publication, broadcast, illustration, instruction, publicity, marketing, or training;
2. To copyright the Materials under Palos Heights Public Library's name or any other name designated by Palos Heights Public Library; and
3. To use my name and likeness in connection with the Materials at Palos Heights Public Library's discretion.

I hereby waive any right to inspect or approve the finished product or anything that may be used in connection with the Materials and any right that I may have to control the use to which said product or Materials may be applied. I also waive any right to royalties or compensation arising out of or related to the use of the Materials.

Special restrictions (if any):

In consideration of Palos Heights Public Library's support of this opportunity to provide these Materials, and because I am voluntarily providing these Materials, I release Palos Heights Public Library from all claims relating to or in connection with the use of the Materials, whether foreseen or unforeseen, known or unknown, including, without limitation, any claims for negligence, libel, defamation, and any right to publicity or privacy. Further, I agree to the terms set out in this document (the "Release").

In the Release, "Palos Heights Public Library" means Palos Heights Public Library, all past and present directors, trustees, officers, employees, agents, insurers, attorneys, and any other party associated with Palos Heights Public Library. I acknowledge that the Release shall be binding upon me, my heirs, executors, administrators, trustees, personal representatives, successors, and assigns. This Release shall be construed in accordance with the laws of the State of Illinois. Should any portion of this Release be held invalid, the remaining portion shall not be affected and shall continue to be valid and enforceable.

I certify that I have read and understand this Release, and I freely sign it, acknowledging the significance and consequences of doing so. I also acknowledge that I have had all my questions answered to my satisfaction regarding the Materials and this Release.

By signing this Release, I assert that I am at least 18 years of age. If I am not yet 18 years of age, I understand that my parent or legal guardian must also sign before I may provide the Materials.

Signature of Interviewee:

Date:

Adopted 6/7/12