

Brookings Public Library Policy:	Title: Historical Collection	
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I. PURPOSE

To establish a written policy in regard to the Historical Collection at the Brookings Public Library

II. POLICY

The Library acknowledges an interest in local and state history; therefore, it will seek to acquire state and municipal public documents, and will take a broad view of works by and about South Dakota authors as well as general works relating to the State of South Dakota, whether or not such materials meet the standards of selection in other respects. However, the Library is not under any obligation to add to its collections everything about South Dakota or produced by authors, printers, or publishers with South Dakota connections if it does not seem to be in the public interest to do so. Materials purchased may be placed in the circulating South Dakota collection or in the South Dakota Historical Collection. The Library will make no monetary evaluation of any gift.

III. DEFINITIONS

A. Historical Collection: Materials that are of, pertaining to history or past events in South Dakota. These materials do not circulate.

IV. ADMINISTRATION

- A. Items presented as gifts to the Brookings Public Library Historical Collection fall into two (2) categories: books and magazines, and documents and artifacts. These donation categories will be addressed differently.
- B. Books and Magazines: The Library will consider for purchase or receive by gift, books by and about South Dakota authors and/or about South Dakota. Emphasis will be placed on local and regional materials. Periodicals purchased for the Library may have a statewide emphasis. Gift

subscriptions or back issues of magazine will be accepted if the emphasis is local or regional.

The Library reserves the right to refuse any donation or request for storage if it is not in the best interest of the Library. Any materials donated are accepted with the provision that if the Library has no use for them, or if they become worn to the point of requiring excessive special storage, the materials may be disposed of following standard Library procedures.

- C. Documents and Artifacts: Items in this category will be accepted only as space and funds allow for maintenance and upkeep. Items will be relevant to the founding, organizing, and continuing history of the City and County of Brookings.

Types of documents in this class may include but not be limited to scrapbooks, meeting minutes, published documents, news clippings, and commemorative artifacts. Generally, acceptance of items will be approved by the Library Director with recommendations from the Adult Services Librarian. The acceptance of items which may require special shelving, storage, or other expense will be referred to the Library Board. The Library reserves the right to refuse any donation or request for storage.

Items donated in this category may not be removed from the Library collection without written request from the organization/donor and with the approval of the Library Director.

If the Library is unable to continue housing items in this category, an effort will be made to locate the donor or a representative of the organization to arrange for alternate storage. If these attempts fail, the Library may dispose of the items as it sees fit.