



## **Library Standard Operating Procedures**

**Approved by the Library Board: December 1, 2015**

# **Local History Collection Development Guidelines**

## **PURPOSE**

Written collection development guidelines for the Library's local history collection assists staff in maintaining a well-curated collection

## **SCOPE**

This policy applies to all materials that are part of the Library's Local History Collection.

## **POLICY**

The Library welcomes donations to its Local History Collection by appointment only. Per Town donation policy, donations may only be accepted by the Town Manager or Library Director as the appointed designee.

## **PROCEDURES**

### **What is Collected:**

The focus of the local history collection will include materials about the history of Los Gatos from any time period, and, to a lesser extent, materials about the surrounding geographical area that establish Los Gatos within its historical context. The collection emphasizes material of significant local and historical value and includes materials by and about the people of Los Gatos. The Town of Los Gatos should be referenced in any materials collected.

### **The collection will include:**

Published works by Los Gatos authors both historical and contemporary, genealogical records and family histories pertaining to prominent families of Los Gatos, and historical information on homes located in Los Gatos.

Materials acceptable for addition to the collection should be identifiable with a known date or approximation thereof and have specific subject or background information.

The Los Gatos Library will acquire paper items in the following formats:

- books and diaries
- newsletters
- pamphlets
- bulletins

- periodicals
- reports
- letters
- speeches
- newspapers
- manuscripts
- documents
- maps
- atlases
- clippings
- postcards
- Photographs
- genealogical records
- scrapbooks
- commemorative programs and advertisements

The Los Gatos Library will acquire the following digital items:

- videotapes
- films, DVD, mp4, other digital video formats will be considered
- JPG, TIFF, other image formats will be considered

The acquisition of materials will take into account the storage space required and the cost of resources needed to correctly preserve the materials. The limited shelving space in the Local History area is a consideration in adding volumes to the collection.

Los Gatos Library will not acquire items or collections which are:

- Too large to properly store or preserve
- Outside the collection's scope
- Deteriorated or lacking in physical integrity
- Unable to be preserved
- Lacking proper identifying information
- Considered realia including, but not limited to:
  - statuary
  - art work
  - coins
  - tools
  - artifacts
  - textiles
  - badges
  - emblems
  - insignias
  - jewelry
  - leather goods
  - needlework

#### **Gifts to the Collection:**

The Library welcomes donations to its Local History Collection **by appointment only**. Per Town donation policy, donations may only be accepted by the Town Manager or Library Director as the appointed designee. All donated materials must be free of dirt, mold, moisture, and pests and should be in good condition. Donors must sign a "Deed of Gift" transferring ownership, and copyright, if applicable, to the Los Gatos Library. The Library reserves the right to decline gift offers. Gifts which are out of scope or which require more resources to preserve and make available than the Library can provide will not be accepted.

**Deaccessioning of Materials:**

The Los Gatos Library may remove materials deemed unsuitable to the Local History Collection or that do not fit within the scope of the collection. Materials may be moved to the circulating collection, offered to another institution, donated to the Friends of the Library, or discarded.