

## **Local History Collection Development Policy**

### **Mission Statement**

The purpose of the local history collection is to preserve the materials that document the history of Burlington and its surrounding towns and to make these materials available to researchers and the general public. The goal of the library is to collect and maintain these materials in trust for future generations and therefore they can be examined in the local history room only.

### **Collection Development Policy**

#### **Scope**

The major emphasis of the collection is material of significant local historical information about Burlington including genealogical resources. The room is also home to an institutional collection documenting the history of the Burlington Public Library. Presently, the collection includes materials by and about the people of Burlington, town annual reports, Burlington High School Yearbooks, street lists, maps, phone books and genealogical information.

A variety of formats are collected, including but not limited to books, pamphlets, maps, photographs and CD-ROMs. The collection does not house three-dimensional artifacts.

The local historical collection does not collect information dealing with the day-to-day operations of the town.

#### **Selection Criteria**

Consideration for inclusion will be based on the overall merit of the material and in its usefulness in understanding Burlington history. Local authors must demonstrate a strong tie to Burlington to be included in the local history collection. Self-published books by local authors are generally not included.

#### **Gifts**

A signed Deed of Gift is necessary to legally transfer ownership of donations to the Burlington Public Library. Donated materials will not be accepted if restrictions are placed on them. Material in poor condition will not be accepted.

#### **Discarding Materials**

The library reserves the right to deaccession materials no longer appropriate to the collection.

The Board of Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein. The Board of Trustees and the Library Director shall review this policy annually.