

# **Fayetteville Free Library Local History Department Plan of Service**

## **I. Statement of Purpose:**

It is the mission of the Fayetteville Free Library to provide free and open access to ideas and information. The Local History Department, operating under the authority of the Fayetteville Free Library, is specifically dedicated to providing access to the historical records of the people, places and events that have shaped the history of the greater Fayetteville community.

## **II. Collection Policy:**

The Local History Department seeks to collect and maintain published works, personal papers, photographs, documents and historical records of municipal agencies, local businesses, churches, clubs and organizations, and residents of the greater Fayetteville area. Artifacts do not fall within the mandate of the collection policy.

Donations of material satisfying the collection policy may be considered for acquisition.

- A donation form must be completed by the donor at the time material is presented for consideration. An acquisition form will be completed by the head of reference. A deed of gift acknowledgement will document accepted donations. The library does not provide appraisals of the monetary value of gifts.
- Final authority for acceptance and acquisition rests with the head of reference who oversees the Local History Department.
- Donors of unaccepted material will be referred to other agencies such as the Town of Manlius Historical Society or to the Onondaga Historical Association.

Material may be de-accessioned from the collection if the department head determines it is no longer valuable, duplicates other records in the collection, or is available in another format. Such material may be relocated out of the Local History Room and into the library's general reference collection.

## **III. Administration:**

The head of reference assumes overall authority for acquisitions, arrangement and description, including inventories and finding aids, and archival maintenance of all local history material. Attendance at workshops coordinated by the State Archives Department Documentary Heritage Program provides continuing education in the field of historical records management.

- Staff librarians, under the supervision of the head of reference, share responsibility for maintaining the integrity of the special collections housed in the Local History Room of the library. Access is provided during regular library hours, seven days a week. In keeping with overall library reference service policy, librarians direct those interested to appropriate material for their use, but do not

provide in-depth research. Brief, factual responses are given to telephone and email questions. Researchers unable to visit the library are directed to data and/or microfilm accessible remotely, online and/or via a nationwide Inter-Library Loan system for microfilm made available through the NY State Newspaper Project.

- Well qualified volunteers may, at the discretion of the head of reference, assist with special projects and/or filing and shelving of material.
- A line item of the annual reference budget is dedicated to maintaining library service in the Local History Department.

#### **IV. Access / Procedures for Use:**

The 2004 site visit report by the New York State Regional Archivist applauds the Local History Room as a valuable resource that provides its community an important link to its past. It was particularly noted that having the facilities to secure the collection while providing patrons with a comfortable area to do research is an ideal situation.

Archival quality storage materials and a building wide HVAC system assure measures are taken to preserve the condition of special collections housed in the Local History Room. Since the focus of the service plan is to provide access not only for students and scholars, but also for genealogists researching families' histories and for residents seeking to learn the history of the area, minimal restrictions are placed on access.

Nevertheless, in order to preserve the collections for other patrons and for future generations, patrons are required to follow basic guidelines for access and use.

- A sign posted on the door directs interested patrons to see a librarian to gain access to the locked room. Patrons are asked to sign in the guest book to record their visits. These statistics are incorporated into the library's annual state report.
- Original documents, photos and clippings are housed in secure, firesafe filing cabinets, as specified in the Fayetteville Free Library Disaster Plan. In order to safeguard document organization, the reference librarian removes one file folder at a time for patron viewing. Use of that material, including photocopying, is supervised by librarians. A printed copy of Sweet's 1874 village of Fayetteville map functions as the schematic grid according to which numbered block files are organized. Additional material is filed by surname of individuals, names of organizations and by general subject categories.
- Additional material includes published bound volumes and directories on open shelves, scrapbooks and archives of various organizations accessible from archival boxes and/or on display, media documenting village architecture and special events, and a Fayetteville High School Collection comprised of yearbooks and notebooks of clippings detailing events related to FHS alumni.
- Microfilmed copies of the local weekly newspapers dating back to 1866 are accessible on a reader/printer. Originals are stored in archival boxes.
- A computer is provided at a work table in the Local History Room to provide online access to local history data available at bookmarked sites.
- Collections do not circulate.
- Food and drink are not allowed in the Local History Room.

**Fayetteville Free Library  
Local History Department**

**Donation Form:**

**Donations may be considered for addition to the collection if the material satisfies the following Collection Policy:**

The Local History Department seeks to collect and maintain published works, personal papers, photographs, documents and historical records of municipal agencies, local businesses, churches, clubs and organizations, and residents of the greater Fayetteville area. Artifacts do not fall within the mandate of the collection policy.

- This donation form must be completed at the time material is presented for consideration.
- An acknowledgement form and a deed of gift will be completed to document all accepted donations. The library does not provide appraisals of the monetary value of gifts.
- Final authority for acceptance and acquisition rests with the head of the reference who oversees the Local History Department.
- Donors of unaccepted material will be referred to other agencies such as the Town of Manlius Historical Society or to the Onondaga Historical Association.

Donor:

Address:

Phone Number:

Email:

Item/material for consideration:

Staff member \_\_\_\_\_ Date \_\_\_\_\_

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**Acquisition Form:**

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Donor:
Address:
Phone Number:
Email:
Item/material for consideration
Importance/relevance to collection

Accepted \_\_\_\_\_ Date: \_\_\_\_\_

Not accepted \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Head of Reference Department: \_\_\_\_\_

**Local History Department  
Deed of Gift Acknowledgement**

The Fayetteville Free Library accepts with gratitude your donation of material to be added to its Local History Room. Your contribution broadens the range of material available to students, scholars, genealogists and other residents like yourself seeking to learn more about the people, places and events that have shaped the history of the greater Fayetteville area.

Please sign and date the agreement below and return to the Fayetteville Free Library.

Donor _____	Date _____
Address _____	Phone _____
_____	
Email _____	
List of items _____	
_____	
_____	
_____	
_____	
I am authorized to dispose of and hereby donate the items listed above to the Local History Department of the Fayetteville Free Library. I agree that this material may be made available for research or reproduction without restriction as to use, labeling, exhibition or disposition.	
Signature of donor _____	Date _____
Accepted by _____	Date _____
Title _____	