

# **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 offered. An acquisition form and 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 librarian 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 Local History Librarian 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 Local History Librarian, share responsibility for maintaining the integrity of the special collections housed in the Local History Room of the library. Access and assistance is provided weekdays or preferably, by appointment. 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 Local History Librarian, assist with special projects and/or filing and shelving of material.
- A line item of the annual budget is dedicated to maintaining library collections and 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, fire-safe filing cabinets, as specified in the Fayetteville Free Library Disaster Plan. In order to safeguard document organization, the 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. Special arrangements may be made for short term loan of qualifying material/
- 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 librarian 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 \_\_\_\_\_

**Fayetteville Free Library  
Local History Department**

**Acquisition Form:**

**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.

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

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

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

Signature of Local History Librarian: \_\_\_\_\_

## 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 in any format now known or later developed, without restriction as to use, labeling, exhibition or disposition.	
Signature of donor _____	Date _____
Accepted by _____	Date _____
Title _____	

## Fayetteville Free Library Local History Department Request to Publish or Display

Permission to reproduce images from Fayetteville Free Library collections within a publication (including print, digital, web, moving image and performance) or for public display must be obtained in advance and in writing by completing this form. Please note that we require the hard copy of this form with original signature.

This form grants permission for one-time, non-exclusive use. See page 3 for suggested donations, which are in addition to duplication fees (See Duplication Request Form). Permission is based on ownership of the material and is separate from permission and fees that may be required by the copyright/estate holder.

**Please print or type**

Name:	
Institutional Affiliation:	
Address:	
Phone:	
Email:	

**I hereby request permission to publish the following (letters, photographs...):**

Collection	Title/Call # or File Name

<p><b>Please state the details of publication: (purpose, format, title, publisher, date of publication)</b></p>
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## AGREEMENT

The researcher/user hereby agrees to the following conditions which shall constitute the terms of this non-exclusive license:

1. **ONE TIME USE:** Permission is granted for one-time use and only for the publication described. Any subsequent use of an image without prior written permission from Fayetteville Free Library is prohibited.
2. **NON-EXCLUSIVE:** FFL reserves all rights to make collections available for use and publication by others.
3. **SUBCONTRACTS:** All subcontracts regarding the reproduction of images of FFL collection items pursuant to this non-exclusive license shall incorporate this agreement and all of its terms shall be applicable. No subcontracts may be entered into for the purpose of reproducing these images without the express written permission of FFL.
4. **CREDIT:** Any public display or publication in any format of the items requested above must indicate that the content is from the collection of **Fayetteville Free Library, Fayetteville, NY**.
5. **COPY TO THE LIBRARY:** The researcher/user agrees to provide gratis to FFL a complete copy of any publication (in any medium) that makes use of its materials.
6. In granting permission to publish, FFL claims no right beyond ownership of the material and assumes no responsibility for infringement of copyright or publication rights held by others.

I have read the above statements. I will make no use other than that described above. I also assume sole responsibility for infringement of copyright, or other rights pertaining to this material, and I indemnify and hold harmless Fayetteville Free Library against all suits, claims, actions, and expenses arising out of the use of the materials.

<b>User's Signature:</b>	<b>Date:</b>
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**Return form to:**  
Fayetteville Free Library  
Attn: Local History Department  
300 Orchard Street  
Fayetteville, NY 13066

### SUGGESTED DONATIONS

Fayetteville Free Library welcomes donations from patrons who wish to publish reproductions of items from its collections. Donations are used to sustain Fayetteville Free Library's Local History services and preserve the local history collections.

One-time use by students or researchers for non-published projects, research support, papers or personal use is allowed without restriction.

USE	Commercial publication
Use of image in printed promotional material (brochures, posters, etc.)	\$25 per image
Use of image within text of book/periodical	\$25 per image
Use of image on cover of book/periodical	\$50 per image
Use of image on Internet/Online	\$25 per image
Use of image in moving image (feature film, documentary, television broadcast, etc.)	\$50 per image
Decoration/exhibition in offices, lobbies, public spaces of businesses, restaurants, etc.	\$25 per image

**Payment:**

Payments are accepted in cash, check, or through Google Checkout.

- Please send me an invoice.\*  
 I will pay when copies are picked up

\*Orders will not be shipped until payment is received.

OFFICE USE ONLY	
Received on:	_____
Approved by:	_____
Subtotal –	_____
Shipping –	_____
Tax (if applicable)	_____
<b>TOTAL –</b>	<b>_____</b>
Invoice sent:	_____
Paid:	_____

## Fayetteville Free Library Local History Department Duplication Request Form

The Fayetteville Free Library permits a limited amount of copying of its Local History holdings. Due to the rare, valuable, and often fragile nature of its collections, FFL staff makes all photocopies or scans requested by users. The library reserves the right to restrict/deny copying from any of its collections. Approved copying will be done under the following conditions, to which you agree by signing this form.

### CONDITIONS

1. I am aware that permission to obtain photocopies or scans does not constitute permission to publish; I must obtain permission from Fayetteville Free Library and the copyright holder, where applicable. Contact FFL for a 'Request to Publish or Display' form.
2. I will cite the Fayetteville Free Library as the owner of the material in any public presentation, regardless of format. ("Courtesy of the Fayetteville Free Library")
3. I understand that the copies or scans are for my one-time personal use and are not transferable.
4. I agree not to make additional copies of this material.
5. I agree to pay the fees as outlined below. The fees indicated are for in-house service only; additional fees may apply if an outside vendor is required for duplication.

#### NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or other reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

Fayetteville Free Library reserves the right to refuse a duplication request if, in its judgment, fulfillment of the order would involve violation of copyright law.

### Duplication Fees and Suggested Donations

Photocopies	
Standard photocopy (letter, legal, ledger size), per side	\$0.10 per side
Postage/Shipping	At cost
Photocopier scan (PDF) and email	Free
Suggested donation for photocopier scans exceeding 5 pages	\$0.10 per scan



<p><b>Type of duplication:</b></p> <p><input type="checkbox"/> Paper copies</p> <p><input type="checkbox"/> Copier scan (PDF)</p> <p><input type="checkbox"/> Digital scan</p> <p style="padding-left: 20px;"><input type="checkbox"/> JPEG</p> <p style="padding-left: 20px;"><input type="checkbox"/> TIFF</p> <p style="padding-left: 20px;">Other _____</p> <p>_____ DPI _____</p>	<p><b>Delivery instructions:</b></p> <p><input type="checkbox"/> To be picked up</p> <p><input type="checkbox"/> E-mail</p> <p><input type="checkbox"/> Mail or ship</p> <p style="padding-left: 40px;"><input type="checkbox"/> Paper</p> <p style="padding-left: 40px;"><input type="checkbox"/> CD-R or DVD-R</p> <p><input type="checkbox"/> Special instructions: _____</p>	<p><b>Payment:</b></p> <p>Payments are accepted in cash, check, or through Google Checkout.</p> <p><input type="checkbox"/> Please send me an invoice.*</p> <p><input type="checkbox"/> I will pay when copies are picked up</p> <p>*Orders will not be shipped until payment is received.</p>
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I agree to defend, indemnify, and hold harmless the Fayetteville Free Library against all claims, demands, costs, and expenses incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of the library's materials. My signature indicates that I have read and understood the conditions and the Copyright Notice on this form.

<b>Signature:</b> _____	<b>Date:</b> _____
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**Return form to:**

Fayetteville Free Library  
 Attn: Local History Department  
 300 Orchard Street  
 Fayetteville, NY 13066

<b>OFFICE USE ONLY</b>	
Received on:	_____
Approved by:	_____
Subtotal –	_____
Shipping –	_____
Tax (if applicable)	_____
<b>TOTAL –</b>	_____
Invoice sent:	_____
Paid:	_____
Images delivered:	_____