

Allegan District Library Local History Collection Policy

Purpose

The purpose of the Allegan District Library Local History Collection is to preserve and provide access to historical resources relating to Allegan and the Allegan Library District community. One of the Core Values of the Allegan District Library is adapting to the needs of our community while also preserving our local history. The Local History Collection serves as a valuable resource that connects the community to its past.

Scope

The focus of the collection will be the city of Allegan and townships within the Library District. Historical and genealogical records from outside the Allegan Library District may be collected. Collecting outside the Allegan Library District is to set the community within its greater historical context.

Collecting Policy

The Local History Collection will consist of physical and electronic documents, books, maps, genealogical records, microfilm, newspapers and news clippings, and oral histories that fit within the purpose and scope of our collection. All acquisitions become the unrestricted property of the Allegan District Library.

Considerations for acquisitions include staff, space, and budget limitations. Material that falls outside the scope and purpose of the collection, material that needs extensive repair, and material that requires special shelving or storage may not be collected. Material must be free of mold, mildew, dirt, pests, and be in minimally repairable condition.

Deaccessioning

The Allegan District Library reserves the right to deaccession material from the Local History Collection if it is deemed unsuitable to the collection. Material may be offered to another institution, offered to the Friends of the Library, sold or discarded.

Exceptions

The Director may make exceptions to this policy where it benefits the library and the community while supporting the Library's mission and core values.

Review

This policy will be reviewed by the Facilities Committee every four years.