

# LEOMINSTER PUBLIC LIBRARY

## VALUABLE COLLECTION POLICY

**Rationale:** This policy governs the proper use of the Library's Valuable Collections by members of the public.

**Policy Statement:** The Leominster Public Library is proud to offer a unique collection of print and digital materials for patrons interested in genealogy and local history. The Local History Room is located on the second floor of the library's historic Carnegie building; the priority for use of this room is to conduct research as related to local history and genealogy. The major emphasis of the collection is historical information about the city of Leominster and its citizens, but the library also collects information about surrounding areas, as well as genealogical materials. Many of these materials are part of the community's collective heritage, holding permanent value. The following guidelines will help us to maintain the safety and integrity of the collection and preserve these resources for current research and future generations.

### Local History Room Guidelines

- No loans of materials from the Local History Room are permitted.
- Adherence to copyright restrictions on individual items in the collection is the responsibility of the patron.
- The room is available for use during all hours the library is open to the public and must be vacated 15 minutes prior to the library's closing.
- If the Local History and Genealogy Librarian is not present, patrons requesting use of the Local History Room must be signed in by a staff member at the library's Information Desk on the second floor, who will then unlock the door to the room. Patrons must notify staff when they are finished.
- Individuals in 8<sup>th</sup> grade and under must be accompanied by a caregiver at least 18 years of age.
- Food and drink are not allowed in the Local History Room.
- Patrons must use pencil and paper when taking notes; pens are not permitted in the Local History Room.
- Special care should be taken when handling Local History Room materials, particularly those that are especially fragile. Paper bookmarks, page weights and book cradles are available for use with these materials.
- Flash photography is not allowed. Researchers may take digital photographs of materials unless otherwise instructed. For photocopies, researchers should speak to a staff member.
- Patrons may not reshelve any materials themselves. Materials that are no longer needed by the researcher must be left on the table in the Local History Room.

### Research Assistance

The Local History and Genealogy Librarian is available to provide reference assistance, including obituary and other brief newspaper searches. Assistance may be requested in person, by telephone, by mail or by email using the [Request for Research Assistance Form](#). You will be contacted within 48 hours by the Local

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History and Genealogy Librarian with a response to your query and a preliminary estimate as to when and if the research can be completed.

Requests for reference assistance are evaluated on a case-by-case basis and are addressed in the order in which they are received. Response time for completed requests will vary depending on the amount of research required and the librarian's schedule. The Local History and Genealogy Librarian reserves the right to deny any request due to complexity and/or amount of time that may be involved.

We are unable to perform in-depth genealogy research but offer programs in partnership with the Central Massachusetts Genealogical Society that offer one-on-one assistance.

### Resources

In addition to the print collection in the Local History Room, the Library provides a number of other resources for genealogical and local history researchers. The library's microfilm collection, along with a reader/printer, is located adjacent to the Information Desk on the second floor, separate from the Local History Room collections. It can be used during open library hours. Please ask the Information Desk staff for assistance.

For more specific information about the collections featured in the Local History Room, see our [Local History and Genealogy webpage](#).

The library offers access to several genealogy resources online as well as the digitized local newspaper, the Leominster Enterprise. For a complete list of available resources, see our [Online Resources webpage](#).

For information about how materials are selected for the Local History Room, please see pages referring to the "Valuable Collection" in the library's [Collection Development Policy](#).

### Donations

If you are interested in donating materials to the Local History Room, please see our [Gifts and Donations Policy](#) for more information.