

## **Uxbridge Free Public Library Local History Collection Development Policy**

### **Scope**

The Uxbridge Free Public Library collects and preserves materials within the Local History Collection that document the history of Uxbridge, MA and the surrounding Blackstone Valley. Providing access to the collection's historical and genealogical resources supports the needs of local residents, students, and researchers.

The geographic scope of the collection focuses on Uxbridge and surrounding Blackstone Valley communities in Massachusetts and Rhode Island. The collection encompasses the region's colonial, industrial, and modern history and its ethnic, religious, and cultural heritage. Materials may reflect the history of schools, churches, businesses, and other civic organizations within the town.

The collection includes but is not limited to:

- Family genealogies and biographies of historically significant local figures
- Materials that focus on the history and preservation of historic homes, buildings, and cemeteries within the town
- Professional materials relating to collection preservation and genealogical research are acquired

### **Selection Criteria**

Physical and digital materials are collected in the following formats:

*Print documents*, including atlases, books, brochures, directories and street listings, ephemera, institutional and organizational records, manuscripts, maps, pamphlets, periodicals, newspaper clippings, and vital records.

*Audiovisual and visual media*, including microfiche, microfilm, photographs and scrapbooks, video recordings, and audio recordings.

The Library only maintains materials that are relevant to the scope of the collection. Other considerations include authenticity, completeness, and condition, as well as the Library's ability to properly store and preserve new acquisitions.

With the exception of the Board of Library Trustees, the Library does not maintain municipal records produced by a department, board, or committee within the Town of Uxbridge. Government reports and publications that are relevant to the scope of the collection may be retained.

## **Deaccession**

The Library Director and a designated staff member will periodically review the collection. This review may lead to the deaccession of some materials. Materials may be removed if they lack provenance and authenticity or if they are found to violate copyright laws. Other determining factors may include physical condition, duplicate copies, or the availability of digitized copies at other institutions.

If materials have permanent intrinsic value in their original physical form, they are more likely to be permanently retained. If materials have permanent informational value, they may be replaced or reformatted, and the original will be subject to removal.

Materials selected for removal will be withdrawn and discarded according to best practices. This may include transferring a withdrawn item to another institution or returning it to its donor. Rare or valuable materials selected for gift, sale, or auction will first be professionally appraised.

## **Donations**

All prospective donations must undergo a review by the Library Director or a designated staff member. The Library reserves the right to refuse any donation that does not meet the collection's selection criteria. If the cost of repairing and preserving an item exceeds the financial resources of the Library, the Library reserves the right to refuse the donation. If items are not deemed relevant to the scope of the collection, they will not be considered for accession.

All donors must complete a Donation Agreement that transfers ownership, and in some cases copyright, to the Uxbridge Free Public Library. Any local history donations shall become the unrestricted property of the Uxbridge Free Public Library. The Library reserves the right to withdraw any material that does not meet the collection's selection criteria.

The appraisal of a gift to the Library for tax purposes is the responsibility of the donor and must be completed before donation. If a receipt is needed for tax purposes, the library will provide one; however, a dollar value cannot be assigned.

## **Access**

Materials in the Local History Collection do not circulate. However, temporary loans of materials for exhibition may be permitted at the discretion of the Library Director. Access to the Local History Collection is permitted during regular library hours upon request. If research assistance is needed, patrons must schedule an appointment in advance to ensure adequate staffing is available.

To track usage, patrons are asked to sign a register when utilizing the Local History Collection. Valuable and fragile materials are stored in restricted areas of the Library and may only be accessed with the permission of the Library Director or a designated staff member. Special care should be taken when handling materials within the Local History Collection, particularly those that are especially fragile. Upon request, patrons may ask library staff to use a copier or scanner, but library staff may restrict the reproduction of fragile materials.

Patrons should be aware that some of the items in the Local History Collection are still under copyright. Patrons must comply with Title 17 and the provisions of Section 108 of the U.S. Code that are applicable to libraries and archives. Materials may not be published, distributed online, or given to another institution without written permission from the Library and any relevant copyright holder. Attribution must be given to the Uxbridge Free Public Library.

**Uxbridge Free Public Library  
Local History Collection Donation Agreement**

Print Name of Donor: \_\_\_\_\_

I certify that I am the owner of the materials described below, and I voluntarily give them to the Uxbridge Free Public Library as a donation. It is understood that the materials donated shall become the unrestricted property of the Uxbridge Free Public Library. If applicable, I understand that this agreement serves as a transfer of copyright to the Uxbridge Free Public Library. I am making this gift knowing that it will be administered according to the Local History Collection Development Policy, which may lead to its withdrawal at any time.

By signing this form, I acknowledge that I have read the Local History Collection Development Policy of the Uxbridge Public Library, understand its terms, and consent to the terms of this Donation Agreement.

Donation description:

\_\_\_\_\_  
(Signature of Donor and Date)

\_\_\_\_\_  
(Signature of Library Representative and Date)

**Donor Contact Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_