

# Thomas Crane Public Library

## Local History Collection Development Policy

### Policy Statement

The Thomas Crane Public Library collects and preserves documents and other materials which relate to the history of the City of Quincy and the surrounding area and provides access to these resources for all patrons and researchers.

### Scope of Collection

The local history collection, housed in the Quincy Room, contains:

- Materials about Quincy's industrial past, which includes the shipbuilding and granite industries
- Materials about local institutions, past and present
- Biographical information about prominent Quincy residents, including the Adams family
- Materials about the history of the library and the Crane family
- A wide range of genealogy resources, including city directories and annual reports
- Local maps and atlases
- Books by local authors

Of significance is the *Warren S. Parker Collection*. Parker (1861-1944) served as the City's first building inspector for 25 years and was keenly interested in the history of Quincy's homes, businesses, and residents. The collection (ca. 1890-1930s) is comprised of lecture notes, copies of deeds, maps, scrapbooks, biographical sketches, newspaper clippings on Quincy subjects, photographs and over 2,000 lantern slides.

### Regulations

#### *Access*

The Quincy Room contains special collections relating to local history and genealogy. Preservation of these historically significant materials is an essential part of the development of the collection. This local history collection does not circulate, but is available to researchers for use in the library in accordance with guidelines developed by qualified library staff.

#### *Selection of Materials*

Selection of materials is vested in the Director of Libraries who may authorize qualified staff to assist and has full authority to use her or his judgment in interpreting this Policy. Materials selected will be deemed to have been selected by the Board of Trustees.

Materials may be accepted or acquired based on the following criteria:

- Relevance to Quincy's history and heritage
- Ability to properly store, care for, preserve and access materials
- Uniqueness and historical value of materials
- Physical condition of materials
- Signed deed of gift

### ***Discarding Materials***

The Library reserves the right to discard materials which do not fit within the scope of the local history collection. Discarding of materials is vested in the Director of Libraries, who may authorize qualified staff to assist. Materials discarded will be deemed to have been discarded by the Board of Trustees.

Items deemed too fragile or deteriorated may be discarded and, when possible, replaced with duplicate, reformatted or reprinted copies. Multiple copies of the same item may be retained or discarded.

Discarded items may be transferred to more appropriate repositories, sold for the benefit of the Library, recycled or destroyed.

*Adopted by Vote of the Library Board of Trustees, June 10, 2019*

### **Related Policies**

Collection Development

Gifts & Donations