

Hicksville Public Library
Local History Collection
Adopted by the Board of Trustees March 31, 1993
*Revised policy February 20, 2008

The local history collection of the Hicksville Public Library shall be housed permanently in the Hicksville Public Library.

General Statement of Purpose of the Local History Collection

The purpose of maintaining the local history collection is to discover, centralize, organize, preserve, protect and make available the primary and secondary materials that reflect the origin, history and growth of the Hicksville community and to a lesser extent the Town of Oyster Bay and Long Island.

The local history collection is particularly important in that it is a record of the development of the community from its documented beginning in 1648 through its founding in the mid-1800s to the present day. Because Hicksville's history is of vital interest to residents, their descendants and Long Island researchers, it is important that this collection be developed, preserved, maintained and made accessible.

Materials in the Local History Collection

The materials in the local history collection consist of books, newspapers, periodicals, letters, diaries, pamphlets, journals, minutes, photographs, maps, drawings, receipts, manuscripts, brochures, blueprints, memorabilia, oral histories, newspaper clippings, scrapbooks, reports and other materials. They may take any of several physical forms, including but not limited to parchment paper, microfilm, cassette tape, film, videotape, slides and discs and other machine-readable formats.

Materials may be added to the collection by means of bequests, gifts, purchases or other transactions and must meet the following criteria:

1. The material is consistent with the collection and gift policies of the Hicksville Public Library.
2. The library is able to adequately care for the item.

3. The material comes with free and clear title and is not encumbered with conditions imposed by the owner.
4. In order for the library to legally retain donated material, donors are requested to sign a donor form.*
5. The library may consider accepting only part of a group of materials for inclusion in the local history collection.
6. In addition to considerations of time, location and scope, decisions on the acquisition of material will be based on the costs to house, availability, space for storage and value to the collection.

It is the responsibility of the library's historian and the local history librarian to carefully evaluate, select and include only those materials that fit within the scope and purpose of the local history collection. If there is a question as to whether or not a particular item should be added to the local history collection, the final decision rests with the library director.

POLICY FOR USAGE OF THE RICHARD E. EVERS LOCAL HISTORY ROOM

In order to preserve historical materials which have been donated to the Hicksville Library's Local History Collection, patrons must request usage of materials they need either in writing or verbally. Mr. Evers or another staff person will retrieve said materials for the patron. However, under no circumstances may patrons have unsupervised access to the collection. Upon receipt from the patron of some piece of identification, staff can allow the patron to peruse the material at a place other than the Local History Room. When the patron returns the borrowed material, then staff will return their identification. These steps have been formalized in order to preserve the integrity of the historical collect

Hicksville Public Library

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Carol L. Ahrens
Library Director

Elizabeth Goldfrank
Assistant Director

***DONOR FORM**

I attest by my signature that I place the item(s) listed below in the custody of the Richard E. Evers Local History Room in the Hicksville Public Library. The Richard E. Evers Local History Room will be responsible for their preservation and scholarly use as the Hicksville Historian/Archivist/Assistant to same sees fit. It is understood that all rights etc. to the material shall be retained and held by the Richard E. Evers Local History Room in the Hicksville Library for the extent of the Hicksville Library's existence as an institution.

NAME OF COLLECTION _____

DESCRIPTION _____

DATE _____

DONOR _____

FOR THE RICHARD E. EVERS LOCAL HISTORY ROOM _____

NOTES:

