

CITY OF PACIFIC GROVE, CALIFORNIA COUNCIL POLICY

SUBJECT	POLICY NO.	EFF. DATE	PAGE
Library Local History Collections Policy	200-6(L)	May 4, 2011	1 of 1

Purpose

To promote the city's heritage by collecting, preserving, organizing and making available historical resources related or relevant to the City of Pacific Grove.

Policy

Collection Profile. The Pacific Grove Public Library collects, organizes, stores and displays books, maps, images, manuscripts, audio visual materials, oral histories, biography files, directories, voter registers, local newspaper clippings, ephemera, and other printed, handwritten and drawn artifacts pertaining to Pacific Grove's heritage. Due to the importance of this unique collection, appropriate preservation methods and materials are sought out and utilized.

The collection is limited to those materials which deal directly with Pacific Grove. Materials broader in scope than Pacific Grove which include Pacific Grove as a significant part or which contain unique information about the city are also collected. The Pacific Grove Public Library collects an assortment of City documents but makes no attempt to store all such documents. The City Clerk's Office, located in City Hall, is the official repository of documents related to the City.

Selection/Acquisition. Items included in the Local History Collection are selected based on the collection profile, historic value, interest, and need. Bulky, cumbersome or difficult to display and store items are evaluated for acceptance on an individual basis. Reference staff will make final decisions on the acquisition and de-selection of materials.

Use. Due to the unique nature of the collection, materials stored in the Local History Collection do not circulate. Materials are made accessible by reference staff during the Library's regular open hours. Due to the unique nature of some materials, appointments may be necessary.

Attachment

Pacific Grove Public Library Local History Collections Rules and Procedures

Adopted: May 4, 2011—City Council adopted policy 5-4-11

Pacific Grove Public Library Local History Collections Rules and Procedures

The Local History Collections of the Pacific Grove Public Library houses maps, images, manuscripts, audio visual materials, oral histories, biography files, directories, voter registers, local newspaper clippings, ephemera, and other printed, handwritten and drawn artifacts pertaining to Pacific Grove's heritage.

This document shall be read before registering to view Local History Collections materials. The applicant's signature on the registration form shall indicate that s/he understands and agrees to these terms.

The following rules apply:

1. Patrons have access to materials at the reference librarian's discretion.
2. A library card or driver's license will be required. It will be held while the patron is viewing Local History materials.
3. Neither food nor drink of any kind will be allowed while viewing Local History materials.
4. Materials may not leave the Pacific Grove Public Library. Any person convicted of theft of library materials of any kind, regardless of where they took place will be prohibited from view Local History Collections materials.
5. Certain materials, determined on a case-by-case basis by the reference librarian, may require the patron to wear white cotton gloves. To protect materials patrons are required to keep all personal property, such as bags and backpacks, off the table. Only loose paper, pencils and laptop computers are permitted on the table. (Paper can be supplied if necessary.)
6. Materials from the Local History Collections may be photocopied with permission from the reference librarian. If photocopying the item will cause any harm or damage to that item then photocopying will be restricted. Some photographic or videographic reproduction may be allowed, without flash, at the discretion of the reference librarian.
7. Unless otherwise noted, all photographs in the collection are the property of the Pacific Grove Public Library. Neither the original photographs nor the digital images in the catalog may be used on the Internet, published, or used in any other way without express, written permission of either the Pacific Grove Public Library or the copyright holder. Credit must appear in each publication, display, or other use indicating that the materials are from the Pacific Grove Public Library, and/or the copyright hold if applicable or discoverable. See also: the Copyright Law of the United States (Title 17 U.S. Code).
8. For extensive research inquiries it may be necessary to make an appointment for a future date.