

# MOORE MEMORIAL PUBLIC LIBRARY

## LOCAL HISTORY COLLECTION POLICY

### 1. Statement of purpose

The Local History Collection [known as *the collection*] within the Moore Memorial Public Library Archives identifies, collects, preserves, and provides access to both physical and digital resources, items related to the history of Texas City. Materials in *the collection* are made available to all interested patrons. However, the Library will restrict direct access to some of the original items due to the condition of the material, security issues, and historical interest.

### 2. Scope of the Collection

Holdings in *the collection* comprise both original materials and reproductions in a variety of formats. These formats include books, ephemera, newsletters, reports, newspapers, newspaper clippings, letters, manuscripts, maps, scrapbooks, photographs, postcards, paintings, negatives, microfilm, sound recordings, oral history interviews, city directories, yearbooks, reference genealogy books, reference materials, vertical files, videotapes, and films.

### 3. Purpose of the Collection

*The collection* documents the history of Texas City and the close surrounding areas within Galveston County. The materials in these collections do not circulate. Researchers and the general public will have access to *the collection*, given available resources, and the condition and content of the materials. Duplicate copies of published works, and surrogate copies of unpublished works of general interest, may be found in the Reference or general holding sections of the Library. Three-dimensional objects are generally not supported in *the collection*. Due to space, preservation, and storage considerations, large maps or drawings are collected only on a case by case basis.

### 4. Procedures for the Local History Collection

Access to original material in *the collection* is made through prior appointment only, with the express permission of appointed staff. No backpacks, purses, or briefcases are allowed when viewing original materials. The Library will provide surrogate copies of the original material, depending on the condition and the historical value. Some original materials may not be machine copied due to item condition. Camera use is generally allowed upon request.

## 5. Selection Criteria

Acceptance of donations to *the collection* are made based on the following factors:

- A. Educational value
- B. Fit within Moore Memorial Public Library's mission, purpose, and available resources
- C. Available provenance and documentation
- D. Clear title
- E. The asset value of the item
- F. Authority and authenticity
- G. The ability of the Library to utilize, store and maintain the item
- H. The intrinsic value of the item
- I. Cost of repair, handling, and storage of the item

## 6. Acquisitions Made Through Purchase or Donations

The Library Director will determine whether to accept specific donations to *the collection* in conjunction with the appropriate City officials when necessary. If rejecting offered donations, the Library may suggest additional organizations to the donor, whose mission and available resources create a closer match with the donated materials.

The Library will not accept materials without a legal transfer of title, deed of gift, or other official acknowledgment. All materials purchased or donated to *the collection* become the property of Moore Memorial Public Library, and by extension, the City of Texas City. All donations must be offered free and clear without restrictions as to use for future disposition. Additionally, the Library will accept items designated closed to the public, but only on a case by case basis.

Documents and materials presented to the Library must be in good condition, free of mold, pests, or dirt. The Library may refuse certain items due to a lack of available space and resources, which require special handling or storage or materials that cost more than their value.

Materials donated together may be separated or dispersed in several collections as appropriate, based on the professional judgment of the Library staff. The Local History Librarian will create a name for each new collection.

Moore Memorial Public Library reserves the right to withdraw, de-accession, and dispose of any materials within *the collection*. Withdrawals or elimination of unneeded materials will follow the deselection procedures of the general collection or may be sold. Money gained from the sale will return to the general fund of the Local History Department.

## 7. Reproductions, Publication & Copyright

Requests for photographs and unpublished material for publication need specific permission from the Library Director. As a matter of practice, Moore Memorial Public Library asserts no copyright over digital reproductions of works in its collections which are in the public domain. Due to the nature of historical collections, copyright or other information about restrictions may be difficult or even impossible to determine. Moore Memorial Public Library cannot guarantee the accuracy of any information about copyright status that it does provide. Requesters are solely responsible for making assessments of an item's copyright status in the context it is intended. As such, it is the responsibility of the user to secure permissions if rights and restrictions occur. If the publication is allowed, the credit line should read "The Local History Collection" Courtesy of the Moore Memorial Public Library, Texas City, Texas.

## 8. Texas City Museum Collaboration

The Texas City Museum is a heritage agency which aims to collect artifacts relevant to the rich history of Texas City. In the spirit of collaboration, the Archives of the Moore Memorial Public Library will work in partnership with the Texas City Museum as stewards to preserve the historical artifacts of Texas City.

With that said, new materials donated to the Archives of the Moore Memorial Public Library that do not match with the scope of our collection policy will be offered to the Texas City Museum. However, Moore Memorial Public Library requests the right to digitize any materials before the transfer of title to the Texas City Museum ensues, with the Museum holding the rights to that material.

Lastly, any items deaccessioned from *the collection* will be offered to the Texas City Museum.

## 9. Final Thoughts

The Director of Moore Memorial Public Library, or his/her designee, reserves the right to make changes to any library policy or procedure for health, safety, and public interest concerns.