

**MARION HUNTER HISTORY ROOM
AVON FREE PUBLIC LIBRARY
POLICY STATEMENT**

The Marian Hunter History Room (hereafter referred to as “History Room”) is a joint effort of the Avon Historical Society and the Avon Free Public Library.

STATEMENT OF PURPOSE:

The objective of the History Room is to locate, collect, preserve, and make available for public research books, pamphlets, newspapers, census records, periodicals, photographs, diaries, yearbooks, maps, atlases, audio-visual materials, and manuscripts that document the social, economic, natural, and genealogic history of Avon.

Emphasis in collecting will be on people, industries, businesses, politics, religion, clubs and other organizations in Avon. The geographic area to be covered will be Avon and environs. The chronological period to be collected will be from the Colonial Period (17th century) to the present. Preservation of the existing collection is a priority and a recognized need. The Library and the Avon Historical Society will work with other historical collection agencies in acquiring materials and identifying objects within the collection.

ACQUISITION OF ITEMS:

The History Room welcomes donations that are consistent with its collection goals. The History Room cannot accept materials encumbered with conditions imposed by the donor. The History Room reserves the right not to accept an offer if the materials are duplicate, not relevant, not of sufficient importance, or are of a size and condition that would impose an undue storage or conservation burden on the History Room. In cases where special handling is required, the donor may be asked for a donation to help cover costs.

Gifts will be accepted only if given unconditionally. Loans will not be accepted, except for the short term display of items with a thematic connection to programs or events, as allowed for and governed by the Library’s Gallery Policy. Once an item is donated to the History Room and is cataloged as part of the historical collection, the Library is the sole owner of that item. All items presently in the collection at the time of the writing of this policy are considered a part of the permanent collection of the Library, in partnership with the Historical Society. Donations must be accompanied by a donor form. The donor is responsible for any appraisals for tax purposes. If a gift is deemed not appropriate for the collection, the donor may be referred to other organizations which may have an interest or need for the item.

DEACCESSIONS:

The following criteria will be considered in removing material from the collection: usefulness and physical condition. All deaccessions should be made in consultation with the Library Director and/or Reference and Adult Services Manager and the President of the Historical Society. They are empowered to deaccess materials of modest value.

The Library Board and Board of the Avon Historical Society shall be the final authority in deaccessioning materials of larger value (rare books, manuscripts, etc.). The Avon Free Public

Library has the right to dispose of materials as necessary, including returning unwanted portions of the gift to the donor, sale, or placing materials in another repository. The Avon Historical Society will have first refusal of any materials being deaccessioned from the History Room, should the Society be interested in retaining any of those items at another location.

INSURANCE:

Provision for insurance coverage will be covered by the Avon Free Public Library's policy as a department of the Town of Avon. Special collections loaned to the Library for use in the display cases that may require additional insurance will be governed by the Gallery Policy and its accompanying forms.

CARE OF THE COLLECTION:

At all times, individuals using the materials in the History Room should be aware of their fragility and value. The most fragile and valuable materials will be photoduplicated for use by researchers. Acid-free file folders and boxes will be used as well as polyester encapsulation for further protection against deterioration. Storage will be on enamel-baked metal shelves and file cabinets. Materials from the Archive Room require white gloves when handled; no pens or felt-tipped pens may be used when using these materials. Preservation of materials, including digitization of collections, is the responsibility of the Library.

ACCESS TO COLLECTIONS:

The History Room's focus is preservation and research. The room may be open to the public on a regular schedule determined by the Library Director and the Reference and Adult Services Manager in coordination with volunteers from the Avon Historical Society. Once recruited, History Room Volunteers are supervised by Library staff and governed by the Library's Volunteer Policy. Access to the Archive Room is given when a librarian is present.

When the History Room is unstaffed, librarians may access the materials to answer reference questions about Avon history. Volunteers with the Avon Historical Society shall have access to the collection for research or other projects at any time during regular library hours. The Historical Society is encouraged to hold regular meetings at the Library as long as those meetings do not conflict with regular library activities and programs.

Researchers will abide by standard library rules regarding proper use of the material; copyright; permission to publish; photo duplication and rules for citation. The list of contents of the file folders will be checked by the volunteer or librarian before and after use. The librarian on duty will make the decision as to which items may be removed from the room for purposes of duplication or use by a researcher when the room is closed. No items may be removed from the building; exceptions to that rule (i.e. for special exhibits), must be cleared by the Library Director and President of the Historical Society or his/her designee and have the approval of officers from the Library Board and Historical Society Board.

The Library will provide space, additional storage equipment as needed, basic office supplies and use of the photocopier at the going rate. (Individuals requesting research materials via mail will be charged postage costs). Library staff or volunteers will catalog and process materials accepted for

the collection in accordance with current library usage and accepted practice and will direct volunteers who may assist with various research and processing projects.

PHOTOGRAPHS:

The History Room is pleased to work with those who wish to publish photographs from our collection.

1. All requests for permission to reproduce an image in any form must be made in writing and include the intended use, the publisher, and date of publication.
2. These rules apply to both photographic prints and scanned, digitized image files.
3. The purchase of a photographic print does not in itself carry with it the right to make a reproduction in any form.
4. The History Room will assist in determining who, if anyone, holds copyright on the image(s) in question.
5. The Avon Free Public Library and Avon Historical Society assumes no responsibility for any royalties or fees claimed by the original photographer or the original photographer's behalf. In the case where copyright is held by a third party, written permission must be secured by the applicant from that party or their agent, and must accompany the application.
6. Upon publication, the Library will be provided with complimentary copy(ies) of the publication in which the image is reproduced. Send attention: Marian Hunter History Room, Avon Free Public Library, 281 Country Club Road, Avon CT 06001.
7. Each image must be reproduced in its entirety and without any alternation, including cropping, bleeding off the page, overlapping, overprinting or change in color, unless otherwise approved in advance by the Avon Free Public Library. Any altered or detailed image must be labeled as "DETAIL."
8. This complete credit line must appear in the caption or list of credits for each reproduction: Marian Hunter History Room, Avon Free Public Library, Avon, CT.
9. Rights to reproduce are non-exclusive and are granted for one-time use only as detailed on the application form. Any further revisions, editions or reprintings requires a new application to be submitted. Use of images in the promotion or advertising of the publication is excluded.
10. Permission is valid only for the individual, company, or institution to whom it is specifically issued and may not be transferred, assigned, sold or otherwise disposed of without written permission of the History Room.
11. Original photographs will not be loaned without the express permission of the Avon Library Board of Directors and officers of the Board of the Avon Historical Society.

A \$25.00 donation per published photo is suggested. All donations are applied in full toward the preservation and development of the local history collection. Checks should be made out to the Avon Free Public Library.

Approved by the Avon Free Public Library Board,

February 17, 2015

Approved by the Avon Historical Society Board of Trustees

January 13, 2015