

Taylor Public Library	Approved by Library Board: Oct 15, 2013	
	Approved by City Council: Nov 14, 2013	
Local History & Archives Collection Policy	Revised:	Page
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Purpose of the Collection

The history and culture of Taylor are important to the Library and citizens of Taylor. The purpose of the Local History & Archives Collection is to preserve and document the history of Taylor, as well as the farming communities for whom Taylor served as an economic center. The Taylor Public Library will preserve and maintain these materials for future generations by using accepted preservation methods and providing access to materials under safe and secure conditions.

Scope of the Local History and Archives Collection

1. Physical formats. Items collected and retained include, but are not limited to: books, family histories, club records & publications, other local records, scrapbooks, clipping files, photographs, microfilm, electronic formats, audio or video recordings, maps and other paper ephemera. New and emerging formats will be considered when appropriate. The Library is not a museum and will not retain or collect three dimensional items or realia. The collection will not contain government records, such as City Council meeting minutes, school board meeting minutes, day-to-day business records, or vital records. Other formats or restrictions on the collection will be determined by the Library Director.
2. Local importance. The collection shall include materials that preserve the histories of local clubs, organizations, schools, churches, businesses, institutions, local customs & culture, and important events & people.
3. Geographic coverage. Primary coverage will be of the City of Taylor, Texas and to a lesser extent unincorporated farming communities on the eastern side of Williamson County and incorporated cities without their own library or historical society may include: Hutto, Thrall, Coupland, Granger and Thorndale.
4. Genealogy and family histories. Genealogical records and family histories collected must pertain strictly to founders and/or pioneer families of Taylor. Materials that record the history and contributions of prominent individuals who have lived or served in the City of Taylor and surrounding communities may be included. This could include history of founding and/or pioneer families or individuals who were born or lived in Taylor but became prominent or leaders later in life.

Acquisitions of Materials

The Taylor Public Library actively seeks donations of local history and archival material that fit within the scope of the collection. If appropriate, the Library Director may purchase original materials that fit within the collection.

1. Donations with restrictions. Donations with special restrictions or instructions will not be accepted. Once a donation has been made, the Taylor Public Library reserves the right to decide how the donated item will be displayed or stored, how the item may be used by the public, and how long the item will be retained.
2. Age & condition of materials. All donated materials must be free of dirt, mold, moisture, and pests and should be in good condition. Scrapbooks or photo albums must be in archival quality albums or enclosures, all added materials properly secured, and photographs must be identified. The Taylor Public Library reserves the right to refuse offered gifts should the material be in poor condition.
3. Deed of Gift. The Taylor Public Library cannot accept donations of materials without a **Deed of Gift Form**. The Library cannot accept donated materials for which the donor does not have clear title. Donations accepted by the Library are considered the property of the Taylor Public Library.

Care and Keeping of Materials

1. Preservation. Materials in the Local History & Archives Collection will be preserved following best practices for archives when possible and employ preventative preservation measures such as appropriate storage, security and handling.
2. Accessibility. The Taylor Public Library will make available indexes and catalog records for materials in the Local History & Archives Collection. Library staff will continue to work through the backlog of unprocessed materials as time allows.
3. Digitization efforts. The Taylor Public Library will continue to scan and digitize selected materials as staff time allows. The Library cannot provide scanning of Local History & Archives materials on demand.

Use of Local History and Archives Collection Materials

The following conditions of use are designed to ensure public access to valuable historical assets while allowing for the preservation and proper administration of these historic materials.

1. The Archives Room is a secure space and remains locked when not in use. This is a dedicated room for local history research and is not available for other use.
2. Registration. All researchers must fill out a registration form at the Circulation Desk to do research in the Archives Room. By signing the registration form, researchers agree to abide by the stated conditions of use. Other policies for patron conduct and use of the Library apply to the Archives Room. Violation of these rules, policies and staff

instructions could result in loss of access to the Archives Room or expulsion from the Library.

3. The materials in the Local History and Archives Collection are considered reference materials and do not circulate. All materials must be used in the Archives Room under staff supervision.

4. Access to material. Library staff will access vertical files (Taylor, Williamson County, Biography files, etc.) on behalf of researchers, and no more than one file folder will be accessed at a time. Microfilm is available for access on a reader, with staff assistance to set up the film. Researchers should not refile Archive Room materials. Library staff will refile all used materials in their proper place.

5. If a researcher requires staff assistance for research in the Local History and Archives Collection, an appointment must be booked through the Library Director. Assistance depends on staff availability.

6. Remote research requests. Out of town individuals with requests for research assistance will be aided depending on staff availability. Broad or lengthy research will not be conducted by Library staff. Obituary requests must have death date, full name and other pertinent information. The Library Director will determine the scope of research via remote requests, as well as how any resulting findings or information is conveyed to remote researchers.

7. Request to access locked collections. In compliance with the Texas Public Information Act (Texas Government Code, Chapter 552), all processed materials, records & collections are available for research. Viewing and handling of original images, maps, etc., require special consideration. The Library Director or his/her designee, must be present during such use. Special instructions will apply according to the materials request. An appointment must be made with the Library Director at least 1 week in advance, with submission of a **Request to Access** form. Appointments will be made per availability of the Library Director or designee.

Reproduction of Archive Room Material

1. Photocopying. Researchers requesting photocopies of materials will be charged according to City Fee Schedule. All photocopying will be done by Library Staff. Use of a personal camera is permitted to record information.

2. Researchers who wish to use images or copies of archive materials in a publication, display, or other permitted uses as determined by the Library Director, must submit **Photographic Services Request Form** to the Library Director for approval. Library staff will assist in such requests as time and staff availability allows.

3. Copyright. Generally, patrons of the Taylor Public Library may make reproductions of archival materials within the Fair Use and other provisions of U.S. Copyright Law (title 17, U.S. Code, section 107). The Taylor Public Library does not grant or transfer any

copyright or other intellectual property rights for any local history or archival materials. Copies in any format may not be further reproduced, sold, shared, or given to another person, company, or institution for any purpose.



Taylor Public Library

801 Vance Street
Taylor, TX 76574
512-352-3434

DEED OF GIFT

Donor(s): _____ Date item received: _____

Address: _____

City: _____ State: _____ Zip _____

Phone: _____ Email: _____

I/We the undersigned, hereby unconditionally and irrevocably convey, donate, give and deliver the item(s) listed and/or described below or on the attached page to the Taylor Public Library, Taylor, TX. I/we release & relinquish all present and future right, title, interest, and claims, now known or unknown in the listed items. This gift includes all present and future copyright, trademark, reproductions and associated rights to the listed item(s). I/We acknowledge this is an unrestricted gift and that the Taylor Public Library will use it in any manner that is deemed to be in the best interest of the Taylor Public Library and the item(s) will be handled & processed in accordance with Taylor Public Library policies on collection development, gifts and donations. I/We affirm that I am/we are the only legal and lawful owner(s) of the item(s) listed below or on the attached pages and that to the best of my/our knowledge I/we have good and complete right, title and interests to give. I/We acknowledge actual delivery of the item(s) below to the Taylor Public Library.

<p>ITEMS:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>
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Donor Signature

Donor Signature

Date: _____

Date: _____

<i>Gift Accepted for the Taylor Public Library by:</i>		
_____	_____	_____
Name	Title	Date



Taylor Public Library
 801 Vance Street
 Taylor, TX 76574
 512-352-3434

REQUEST FOR PHOTOGRAPHIC SERVICES

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Please copy complete photo description and photo ID # of the items you are requesting. To publish or publicly display any reproduction, written permission must be obtained from the Taylor Public Library. Copies in any format may not be further reproduced, sold, shared, or given to another person, company, or institution for any purpose without written permission from the Taylor Public Library Director.

*** Credit must be given to the Taylor Public Library for any reproductions used.**

Photo ID #	Photo Label Description	Photo ID #	Photo Label Description

Total # of photos: _____

Please give as much information as possible as to how the reproduction will be used (i.e., author and title, production name, exhibit name, etc.)

Date(s) of proposed use: _____

Signature: _____

TO BE COMPLETED BY TAYLOR PUBLIC LIBRARY:

Permission to use the indicated reproductions for the above-stated publication or use is granted, subject to any conditions listed.

Library Director: _____ Date: _____

Comments: _____



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801 Vance Street
Taylor, TX 76574
512-352-3434

REQUEST FOR ACCESS TO COLLECTIONS

Name(s): _____ Date: _____

Address: _____
Street City State Zip Code

Phone: _____ Email: _____

Institution & Title: _____

Materials Requested: _____

Subject/Purpose of Research: _____

I have read the Rules for Use of Local History and Archives Collection Materials & agree to abide by the rules set forth.

Patron Signature _____ Date _____

Special Appointment to Access Locked Collections

Date & Time Requested: _____

Approved by the Library Director: yes no Notes: _____

Appointment times & dates depend on the Library's schedule, staffing and other factors.

For internal use only: Time In: _____ Time Out: _____ Total Time: _____

Books Used: _____

Files Used: _____

Microfilm Used: _____ # Copies Made: _____

Other: _____