

Hornell Public Library

Thacher Local History Collection Management Policy

Mission: The Hornell Public Library collects, organizes, preserves, and provides access to sources that document the history of Hornell and its inhabitants, government, environment, businesses, institutions, and organizations. The aim of this collection is to provide resources for town residents and researchers to explore the personal, historical, and cultural heritage of Hornell and its environs in meaningful and creative ways.

Collection Statement: The emphasis of the Hornell Library local history collection is to encourage and facilitate exploration of Hornell's history, culture, community, and setting. Relevant areas of collection include Hornell's history, government, environment, settlement, residents both past and present, industry, commerce, recreation, education, and geography, as well as the history of its civic, religious, cultural, and social organizations. The collection supports activities related to research, exhibits, community outreach, organizational events, publications, and enhanced enjoyment of Hornell and its surroundings, among others. The collection mainly serves the general public, but also supports the research activities of scholars, professionals, and students of all ages.

Primary Areas of Collection

Primary areas of collection include, but are not necessarily limited to, the following:

- Materials that record the history, development, and the current state of affairs of the Town of Hornellsville, City of Hornell and the Hornell City School District.
- Personal manuscripts and other materials that record the history and experiences of Hornell individuals and families.
- Records that chronicle the history of Hornell organizations and institutions.
- Materials that record and represent the social and cultural heritage of past and present ethnic, immigrant, and religious groups in the community.
- Materials that contribute to a better understanding of the area's geography, demographics, architecture, and other facets of Hornell's environment.
- Materials that record and provide context for understanding the life and lives of Hornell residents, both past and present.
- Materials that provide instruction in the practice of local history, genealogy, preservation, oral history, exhibits, museums.

Thacher Room Material Evaluation Policy

Acquisitions from any time period and in any language may be considered. The geographic scope of the collection focuses specifically on Hornell and its environs.

Current strengths of the collection include the history of settlement and early families of Hornell, genealogies of Hornell families, maps of Hornell and surrounding areas, historical Hornell newspapers, records that document the military service of Hornell residents, the history of select churches, and information about historically significant Hornell residents. The collection is currently weak in documenting the history, culture, and lives of Hornell's immigrant and ethnic groups. Donations to the collection that focus on these subject areas are especially welcome.

Formats

Formats collected include, but are not necessarily limited to, the following:

- Atlases
- Audio recordings
- Biographical dictionaries
- Books
- Broad­sides
- Brochures
- Census records
- City and county histories
- Digital files
- Ephemera
- Government documents
- Institutional or organizational records
- Manuscripts
- Maps
- Newspapers
- Organizational directories
- Pamphlets
- Periodicals and journals

- Personal papers: account books, diaries, financial records, letters, memoirs
- Photographs
- Scrapbooks
- Serials
- Town directories
- Video recordings

Three-dimensional artifacts will not be added to the collection unless, in rare instances, they are a critical part of a donated collection, deemed appropriate for inclusion in the overall collection, and can be properly stored and displayed. In most cases, the Hornell City Historian or the Steuben County Historical Society are more appropriate destinations for such items.

Selection Criteria

- Relevance to the history of Hornell and surrounding areas.
- Suitability of the subject to the Hornell Library's collection.
- Available space to house the materials.
- Non-duplication of material within the collection.
- Authenticity and completeness of record.
- Quality of the physical form of material.
- Ease of use for patrons.
- Ability to store, display, or otherwise care for the item properly.
- Cost to preserve, store, and process.
- Security requirements to store and/or display.
- Lack of restrictions by donor.

Donations

The Hornell Public Library welcomes donations to its historical collection. Each donation to the collection will be recorded in a donor file that will contain a copy of the Deed of Gift and all correspondence and memoranda relating to the transaction. All donors must complete a Deed of Gift in order to establish the transfer of ownership of donated materials (and copyright, if appropriate) to the Library. The transfer to the Library of the copyright owned by donors in individual items makes it easier for the Library and its users to use the items in unique and creative ways. Once the Deed of Gift is signed by the donor, the donated material becomes the unrestricted property of the Library.

The Library reserves the right to refuse an offered donation.

The Library will not accept material that shows damage from mold, mildew, water, insects, smoke, or dirt, as such material can harm other items in the collection.

The Library may also refuse a donation based on the Selection Criteria.

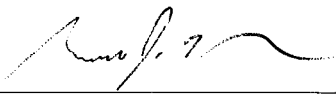
The Library reserves the right to decide how the donated material will be displayed or stored, how the material may be used by the public, and how long the material will be retained. Donated materials may be scanned and placed on the internet for viewing or otherwise reformatted. They may also be sold, transferred to another library, or discarded. The Library will not, and cannot, conduct any monetary appraisals for donors nor give tax advice. If donors plan to take a tax deduction for their donations, they should consult a tax accountant or attorney. Any monetary appraisals are the responsibility of the donor and should be conducted before transferring materials to the Library.

Every effort is made to make the collection as accessible to the public as possible. Irreplaceable, fragile, and valuable materials in the collection are non-circulating, as are select reference works, and must be used inside the Library. Non-circulating materials may be locked away in order to ensure their long-term future use, but they can easily be accessed through the help of a librarian and in some cases are available as images online. Anyone who copies or reproduces materials from the collection should be aware of Title 17 and especially the provisions of Section 108 of the U.S. Code (Copyright Law) and take full responsibility for complying with it. A librarian can help point users to resources that can aid in determining a work's copyright status. Library staff may refuse to allow the photocopying or reproduction of fragile material.

Reappraisal and Deaccession

From time to time, the Local History Collection will be reappraised, and the deaccession of some materials may take place. The Library will offer the deaccessioned materials to other institutions if appropriate, sell the items, or discard them.

Adopted by the Library Board of Trustees on


11/12/2023